

Pineville Independent School District

401 VIRGINIA AVENUE
PINEVILLE, KENTUCKY 40977
Phone: 606-337-5701 Fax: 606-337-9983
Web: <http://www.pineville.kyschools.us>

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS:

1. COMPLETE AND RETURN APPLICATION
2. PROVIDE COPY OF COLLEGE TRANSCRIPT(S) (REQUIRED)
3. PROVIDE COPY OF TEACHING CERTIFICATE
4. PROVIDE RESUME AND LETTERS OF RECOMMENDATION

All applications shall require response concerning the relationship of the applicant to the Superintendent or a Board of Education member of Pineville Independent School District. "Relative" shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, and daughter-in-law.

Are you a relative of the Superintendent? YES NO
 Are you a relative of a member of the Board of Education? YES NO
 If 'yes' to either question, list person(s) and relationship(s): _____

I. PERSONAL DATA

Full Name _____ Soc. Sec. No _____
 Present Address _____ Tel. No. _____
 Permanent Address _____ Tel. No. _____
 Email Address _____
 Present Employer _____
 Present Position _____
 Can We Contact Your Present Employer? _____
 Have you ever been employed by the Pineville Independent School District? YES NO
 If 'yes', in what capacity and when? _____
 Have you ever been dismissed from a position? YES NO
 Have you ever been asked to resign from a position? YES NO
 If "yes" to either, explain: _____
 Are you under contract for next year? YES NO If 'yes', present contract expiration date: _____
 Veteran Status: _____

INDICATE POSITION(S) DESIRED

Teacher (Specify Content/Grade(s): _____)

Principal Assistant Principal

Special Education Teacher (Check: LBD M&S HI VI Other _____)

Central Office Administrator (Specify) _____

Guidance Counselor School Psychologist Speech-Language Pathologist

Library Media Specialist

Other _____

The Pineville Independent Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs or activities.

II. SUBJECT/GRADE LEVEL PREFERENCES

Subject (s)	Grade(s)

III. PROFESSIONAL REFERENCES

List only those individuals who are qualified to evaluate your abilities for the position sought. Intern teachers include cooperating teacher and college supervisor in references. Experienced teachers include principal of last school where employed.

Name	Title	College, School, &/OR School System	Address, City, State, and Zip Code, Phone No. (must be complete)

No application is given final consideration until official college transcripts and Kentucky Teacher Certification or verification of certification have been filed with the Pineville Independent Personnel Office.

IV. EDUCATIONAL AND PROFESSIONAL DATA

High School	Name of School: _____ Address: _____
Undergraduate College or University	Name of School: _____ Address: (City/State): _____ Degree and Program Completed: _____ Dates Attended: _____ Graduation Date: _____
Other	Name of School: _____ Address: (City/State): _____ Degree and Program Completed: _____ Dates Attended: _____ Graduation Date: _____
	Name of School: _____ Address: (City/State): _____ Degree and Program Completed: _____ Dates Attended: _____ Graduation Date: _____

STUDENT TEACHING

Only complete if less than three years experience

Subject or Grades Taught: _____	
Training School: _____	
Supervising Teacher: _____	Grade Received in Course: _____

CERTIFICATION

(If Kentucky certification is in process, check here)

Do you hold a valid Kentucky teaching certificate? _____ Statement of Eligibility? _____
Certificate now held (areas of certification as listed on your teaching certificate). _____

Issue date _____ Expiration date _____ State _____

Are you a National Board Certified Teacher? YES NO If 'yes', Certificate: _____ Date: _____

V. TEACHING EXPERIENCE

Dates From/To	Name and Address of School or District	Name of Principal	Position	Reason for Leaving

Total number of years teaching experience _____
 Do you have tenure in another Kentucky school district? YES NO
 If yes, name of school system _____
 Number of accumulated sick days (if any) in a Kentucky School District _____
 Upon employment, verification of these accumulated sick days and work experience must be submitted from your previous school district.

VI. SUPPLEMENTAL ABILITIES

Please list specific activities, sports or clubs that you would be interested in sponsoring.

VII. PHILOSOPHY OF EDUCATION

Describe briefly your philosophy of education. Be sure to include your feelings about grading, instructional technology, discipline/classroom management, promotion/retention, grouping, and educating at-risk and special needs students. **Feel free to write on the back of this application if additional space is needed.**

VIII. CONVICTION QUESTIONS

1. Have you ever been convicted of an illegal offense, other than a minor traffic violation? YES NO
 2. Have you ever been convicted of or pleaded guilty to a felony or misdemeanor? YES NO
 3. Has a State Agency in any state ever issued a determination, or finding, or cause, or reason to believe or suspect that you had engaged in any physical, psychological, or sexual abuse or neglect of a child? YES NO
- If you answered "YES" to any of the above, explain below or on an attachment, giving date and location.

IX. PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY. YOUR SIGNATURE INDICATES YOU UNDERSTAND AND AGREE TO THE TERMS DESCRIBED.

THERE IS IMPORTANT INFORMATION CONTAINED BELOW REGARDING OUR EMPLOYEE DRUG TESTING PROGRAM.

1. You must complete all sections of this application. If you are unable to complete the information requested in the space provided, please add an attachment. You are also encouraged to submit a resume with the application. Making false statements or omitting information on the application may be grounds for dismissal.
2. Applicants are responsible for notifying the Pineville Independent Schools for consideration for vacancies when they occur. Applications will be on file for three (3) years. You should update the application annually. If you accept a position elsewhere and wish to withdraw this application, please notify the Personnel Department.
3. Upon employment, the individual assumes responsibility for the accurate completion of all documents and presentation of documentation as outlined in Kentucky Regulatory Statutes and Kentucky Administrative Regulations: a valid Kentucky teacher's certificate or a Statement of eligibility valid for the subject and grades or administrative position hired, official transcript of all college credits, I-9 form to verify the legal status and work eligibility of all new hires, national and state criminal background checks, medical examination, TB skin test. Employment with Pineville Independent Schools is contingent upon satisfactory completion of criminal record checks. An unsatisfactory report shall constitute cause for immediate termination. Although the existence of an arrest, charge, or conviction alone may not constitute an unsatisfactory report, the Pineville Independent Schools has a compelling interest in ensuring the safety and welfare of its students. Therefore, the Pineville Independent Schools is obligated by law to request criminal record information for each employee and to act in accordance with that information.
4. I hereby authorize representatives of the Pineville Independent Schools to contact all persons and entities listed on this application and reference forms and to make all other contacts, inquiries and investigations which they deem necessary in order to verify my education, employment, and police history, including but not limited to contacting current/past employers, education institutions, and law enforcement agencies. I hereby consent to the release of any such information by third persons and I understand that the Pineville Independent Schools will keep such information in a confidential file.
5. I hereby state that all information provided by me in connection with this application for employment is true, correct and complete. I understand that if I am employed, any misstatement or omission of fact or otherwise on this application or other material submitted in connection therewith shall be cause for immediate discharge.
6. I hereby release the officers, agents, employees and directors of each of my past employers from any and all liability arising from disclosure of personnel records and from verbal appraisals of my past performance made to the Pineville Independent Schools.

Drug-Free Alcohol-Free Schools

A copy of the Pineville Independent Schools Drug-Free/Alcohol-Free Schools policy (03.13251) is available in the District office.

- I acknowledge that the results of any substance abuse screening that I receive will be transmitted to the Drug Coordinator and the Superintendent.**
- I understand that, as an applicant, if I refuse to complete any part of the drug testing procedure that I cannot be considered a valid candidate for employment with the Pineville Independent School District and that I will be considered as having withdrawn my application for employment. I will not be eligible to reapply for at least a 12 month period and must show proof of successful completion of a drug rehabilitation program or proof that I am not engaging in illegal drug use.**

Applicant's Signature: _____ Date: _____

INSTRUCTIONS AND INFORMATION

Specific information is necessary to adequately evaluate an applicant's qualifications. Please complete all items. Write NA if the item is not applicable.

Applicants for certified positions in the Pineville Independent School District, must file the following documents in the Personnel Office of the Pineville Board of Education, 401 Virginia Avenue, Pineville, Kentucky 40977 **before** consideration will be given to the application.

1. Completed and signed application for employment.
2. Transcript of college work showing at least the degree of bachelor. Unofficial transcript(s) will support your application at this time.
3. Kentucky teaching certificate or letter of eligibility if issued; Certification for position
4. Three (3) letters of reference
5. Current resume
6. **All applications should be submitted to the Superintendent of the Pineville Independent School District, Pineville Board of Education, 401 Virginia Avenue, Pineville, Kentucky 40977**

After the applicant's credentials are received, he/she **may** be selected to proceed in the interview process. If so, the applicant will be notified with further instructions and information.

FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A CRIMINAL RECORD CHECK AND THE PINEVILLE INDEPENDENT SCHOOL DISTRICT REQUIRES SUBSTANCE SCREENING.

CANDIDATES EMPLOYED FOR A TEACHING POSITON MUST HAVE ON FILE THE FOLLOWING:

- Kentucky teaching certificate or statement of eligibility valid for the subject or grade assignment.
- Teacher retirement certificate or application for membership in the Kentucky Teacher's Retirement System (Director of Finance-Payroll Office).
- Certified** transcript of all college credits
- Medical examination on the form required by Kentucky Administrative Regulation performed by a designated licensed physician, physician assistant (PA), or advanced registered nurse practitioner. Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted. Pre-employment drug screening is required.
- T.B. skin test (may be obtained from the Bell County Health Department).
- Verification of previous teaching experience from former employers. (Form furnished by Personnel Office).
- Federal and state employee's withholding exemption certificates. U.S. law requires that, if hired, you must furnish your social security card* and one of the following documents within 72 hours of starting work (Furnish to Finance Director-Payroll Office)
 - • A card issued by Federal, State or local government showing your identity
 - • Driver's license, or state issued I.D. card with photo
 - • School I.D. card with photo
 - • Current INS Forms with employment authorization stamp
 - • U.S. passport
 - • Voter's registration card
 - • U.S. military card or other draft card

*If you do not have a social security card, you may present an original or copy of a U.S. birth certificate, or Department or State Forms FS-545 or DS-1350 or INS Forms I-327, I-571, I-197, I-179.

A salary check cannot be issued until the items listed above have been completed and filed in the Superintendent's Office.

- Current Criminal Record Check. This requires the taking of your fingerprints and a check in the amount of **\$34.00** made out to the Pineville Board of Education. One record check will be sent to the FBI and the other to the Kentucky State Police.