

CORBIN INDEPENDENT SCHOOLS

108 ROY KIDD AVE.
CORBIN, KENTUCKY 40701
(606) 528-1303

APPLICATION FOR EMPLOYMENT PROFESSIONAL

INSTRUCTIONS:

1. COMPLETE AND RETURN APPLICATION.
2. PROVIDE COPY OF COLLEGE TRANSCRIPT(S). (REQUIRED)
3. PROVIDE COPY OF TEACHING CERTIFICATE
4. REQUEST PLACEMENT FILE. (OPTIONAL).
5. PROVIDE RESUME AND LETTERS OF RECOMMENDATIONS.
6. INTERVIEWS ARE HELD BASED ON PROJECTED NEED IN SUBJECT AREA. YOU WILL BE CONTACTED IF AN INTERVIEW IS NEEDED.
7. APPLICATIONS ARE KEPT ACTIVE ONE YEAR FROM DATE RECEIVED. CONTACT OFFICE STAFF TO KEEP THE APPLICATION ACTIVE.

OFFICE USE

LAST NAME	INITIAL
DATE RECEIVED	
FILE LOCATION	
DATE	INTERVIEWS / COMMENTS
REVIEW COMMITTEE RECOMMENDATION	
FOR THIS TYPE OF EMPLOYMENT STATE LAW REQUIRES A CRIMINAL RECORD CHECK AS A CONDITION OF EMPLOYMENT.	

PERSONAL

LAST NAME	FIRST	MIDDLE
PRESENT ADDRESS		PHONE
PERMANENT ADDRESS		PHONE
POSITION APPLYING FOR:		SOCIAL SECURITY NUMBER
ARE YOU A RELATIVE TO A CURRENT BOARD MEMBER OR SUPERINTENDENT? RELATIVE MEANS FATHER, MOTHER, BROTHER, SISTER, HUSBAND, WIFE, SON, DAUGHTER, AUNT, UNCLE, SON-IN-LAW, AND DAUGHTER-IN-LAW. KRS (160.80 AND 160.380) <input type="checkbox"/> YES <input type="checkbox"/> NO if yes, identify relations:		
ARE YOU UNDER CONTRACT TO ANOTHER SCHOOL SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO RELEASE DATE:		
WOULD YOU CONSIDER PART-TIME EMPLOYMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
HAVE YOU EVER BEEN DISMISSED OR ASKED TO RESIGN A TEACHING POSITION? <input type="checkbox"/> YES <input type="checkbox"/> NO if yes, enclose full explanation.		
ARE YOU A CITIZEN OF THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? <input type="checkbox"/> YES <input type="checkbox"/> NO if yes, enclose full explanation.		

CERTIFICATION

KENTUCKY CODE REQUIRES ALL TEACHERS TO HOLD A VALID CERTIFICATE AT THE GRADE LEVEL AND SUBJECT AREA FOR THE TEACHING ASSIGNMENT. IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN CERTIFICATION.

DO YOU HOLD A VALID KENTUCKY TEACHING CERTIFICATE?
 YES NO

DO YOU HAVE AN EXPIRED KENTUCKY TEACHING CERTIFICATE? YES NO

DO YOU HOLD A VALID TEACHING CERTIFICATE IN ANOTHER STATE?
 YES NO

WHAT ARE YOUR TEACHING FIELDS AND GRADE LEVELS?

SUBMIT COPY OF TEACHING CERTIFICATE(S) WITH APPLICATION.

POSITIONS DESIRED

IN ORDER OF PREFERENCE, LIST THE SUBJECT AREA AND GRADE LEVEL FOR POSITIONS DESIRED:

SUBJECT AREA	GRADE LEVEL
_____	_____
_____	_____
_____	_____

PROFESSIONAL TRAINING

COLLEGES ATTENDED	NAME AND ADDRESS OF INSTITUTION	MAJOR	DATES MINOR	ATTENDED	DEGREE	

SUBMIT COPIES OF TRANSCRIPTS WITH APPLICATION.

SPECIAL TRAINING	NAME OF INSTITUTION OR SPONSOR	STUDY AREA	DATES ATTENDED	COMMENTS

STUDENT TEACHING	SCHOOL	ADDRESS	PHONE	YEAR	SUPERVISING TEACHER	GRADE AND/OR SUBJECT	

ARE YOU CURRENTLY ENROLLED OR PLAN TO ENROLL IN A PROGRAM THAT WILL RESULT IN AN ADDITIONAL TEACHING FIELD?

YES NO

IF YES: WHAT TEACHING FIELD? _____

HOW MANY SEMESTER HOURS COMPLETED? _____ WHAT DATE DO YOU EXPECT TO COMPLETE THE PROGRAM? _____

TEACHING EXPERIENCE

LIST IN CHRONOLOGICAL ORDER ALL TEACHING POSITIONS HELD.

1	SCHOOL _____	TELEPHONE _____ () - _____
	ADDRESS _____	EMPLOYED (MONTH AND YEAR) _____
	PRINCIPAL OR SUPERVISOR _____	FROM _____ TO _____
	DESCRIBE ASSIGNMENT _____	REASON FOR LEAVING _____

2	SCHOOL _____	TELEPHONE _____ () - _____
	ADDRESS _____	EMPLOYED (MONTH AND YEAR) _____
	PRINCIPAL OR SUPERVISOR _____	FROM _____ TO _____
	DESCRIBE ASSIGNMENT _____	REASON FOR LEAVING _____

3	SCHOOL _____	TELEPHONE _____ () - _____
	ADDRESS _____	EMPLOYED (MONTH AND YEAR) _____
	PRINCIPAL OR SUPERVISOR _____	FROM _____ TO _____
	DESCRIBE ASSIGNMENT _____	REASON FOR LEAVING _____

WE MAY CONTACT EMPLOYERS UNLESS YOU INDICATE THOSE YOU DO NOT WANT US TO CONTACT.

DO NOT CONTACT EMPLOYER NUMBER(S) _____
REASON: _____

OTHER EMPLOYMENT

LIST IN CHRONOLOGICAL ORDER ALL OTHER POSITIONS HELD.

1	SCHOOL	SUPERVISOR'S NAME	TELEPHONE () -
	ADDRESS		EMPLOYED (MONTH AND YEAR)
	IDENTIFY JOB TITLE AND DESCRIBE WORK		FROM TO
2	SCHOOL	SUPERVISOR'S NAME	TELEPHONE () -
	ADDRESS		EMPLOYED (MONTH AND YEAR)
	IDENTIFY JOB TITLE AND DESCRIBE WORK		FROM TO
3	SCHOOL	SUPERVISOR'S NAME	TELEPHONE () -
	ADDRESS		EMPLOYED (MONTH AND YEAR)
	IDENTIFY JOB TITLE AND DESCRIBE WORK		FROM TO

WE MAY CONTACT EMPLOYERS UNLESS YOU INDICATE THOSE YOU DO NOT WANT US TO CONTACT.

DO NOT CONTACT EMPLOYER NUMBER(S) _____
REASON:

OTHER EMPLOYMENT

IN YOUR HANDWRITING, RESPOND TO EACH QUESTION. IF MORE SPACE IS NEEDED, USE ADDITIONAL PAPER AND ENCLOSE WITH APPLICATION

1. WHY DID YOU CHOOSE TO ENTER THE TEACHING PROFESSION?

2. WHAT PROVIDES YOU THE GREATEST PLEASURE IN TEACHING?

3. WHAT ARE YOUR MAIN REASONS FOR WANTING TO WORK IN CORBIN?

4. WHAT PERSONAL QUALITIES OR SKILLS DO YOU POSSESS THAT WILL MAKE YOU A VALUABLE EMPLOYEE?

R E F E R E N C E S	NAME / POSITION OR TITLE	MAILING ADDRESS	PHONE
	LETTERS OF RECOMMENDATION MAY BE ENCLOSED WITH YOUR APPLICATION.		

**A
C
T
I
V
I
T
I
E
S**

LIST SPORTS, CLUBS, GROUPS OR ACTIVITIES YOU ARE WILLING TO COACH, SPONSOR OR DIRECT.

**A
C
H
I
E
V
E
M
E
N
T
S**

LIST MEMBERSHIP AND OFFICES HELD IN PROFESSIONAL ORGANIZATIONS, SPECIAL AWARDS RECEIVED, AND INVOLVEMENT IN EDUCATIONAL AND RELATED PROJECTS.

HIGH SCHOOL

COLLEGE

OTHER

**S
I
G
N
A
T
U
R
E**

I UNDERSTAND THAT THIS APPLICATION IS NOT AND IS NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT NOR DOES THIS APPLICATION OBLIGATE CORBIN INDEPENDENT SCHOOLS IN ANY WAY.

THE INFORMATION PROVIDED IN THIS APPLICATION FOR EMPLOYMENT IS TRUE, CORRECT AND COMPLETE, IF EMPLOYED, ANY MISSTATEMENT OR OMISSION OF FACT ON THIS APPLICATION MAY RESULT IN MY DISMISSAL.

I HAVE COMPLETED THIS APPLICATION WITH THE KNOWLEDGE AND UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE SUBJECT TO INVESTIGATION AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY AND FITNESS BY EMPLOYERS, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES AND OTHER INDIVIDUALS AND AGENCIES.

_____ DATE _____ SIGNATURE _____

APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR FROM THE DATE RECEIVED. CONTACT OFFICE STAFF TO KEEP YOUR APPLICATION ACTIVE.

Corbin Independent Schools do not discriminate on the basis of race, color, national origin, sex, handicap, age, religion or marital status in training, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964.