

# ADAIR COUNTY BOARD OF EDUCATION

1204 Greensburg Street  
Columbia, Kentucky 42728  
(270) 384-2476

## APPLICATION FOR CERTIFIED POSITION



### POSITION DESIRED

- \_\_\_\_\_ Administrative: \_\_\_\_\_ (Title)  
\_\_\_\_\_ Guidance Counselor: \_\_\_\_\_ (Grade Levels)  
\_\_\_\_\_ Elementary Teacher: \_\_\_\_\_ (Grade/Area)  
\_\_\_\_\_ Middle School Teacher: \_\_\_\_\_ (Grade/Area)  
\_\_\_\_\_ Secondary Teacher: \_\_\_\_\_ (Area)  
\_\_\_\_\_ Substitute Teacher: \_\_\_\_\_  
\_\_\_\_\_ Other: \_\_\_\_\_

### QUALIFICATIONS FOR EMPLOYMENT

*All qualifications must be completed before application  
will be accepted for a substitute position.*

1. Proof of education (original transcript) and copy of appropriate certificate.
2. Physical examination on State Form.
3. Kentucky State and FBI background check.
4. Completed I-9, W-4, K-4 and direct deposit forms with voided check or deposit ticket included.
5. Completed Teacher's Retirement Application/Social Security Disclosure Form.
6. Provide copy of Driver's License and Social Security Card.
7. Provide Emergency Substitute Certificate (online if applicable)
8. Complete all required training.

Substitute Teacher must have 64 completed college hours; 2.5 grade point average.

Application will remain in active status for one (1) school calendar year (July 1-June 30) for full-time positions. Application will remain in active status until a lapse in service for substitute positions.

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_ FIRST \_\_\_\_\_ LAST \_\_\_\_\_

NAME Mr. Ms. Mrs.  
(Circle One)

ADDRESS \_\_\_\_\_

PHONE (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

SOCIAL SEC. NO. \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
(Optional)

### EDUCATION

Name, City, State	From-To	Diploma/Degree	Major
High School _____	_____	_____	_____
College _____	_____	_____	_____
College _____	_____	_____	_____
Graduate School _____	_____	_____	_____

### CERTIFICATION

Complete this section if you desire a position in teaching or administration.\*

Kentucky Certificate Number \_\_\_\_\_ Date issued \_\_\_\_\_

Certificate Type: \_\_\_\_\_ Provisional \_\_\_\_\_ Standard \_\_\_\_\_  
\_\_\_\_\_ Statement of Eligibility \_\_\_\_\_ Rank \_\_\_\_\_  
\_\_\_\_\_ Endorsement \_\_\_\_\_

State Code	Subject Areas & Grade Level	Effective Date	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*An original certificate or official college transcript will be required at the time of initial employment.

Other qualifications: \_\_\_\_\_

# ACTIVITIES AND HONORS

List school activities and honors received.

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List educational and/or extra-curricular activities that you can coach or sponsor.

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## EMPLOYMENT HISTORY

<b>1</b>	Current Employer:	Telephone
	Address	Employed From To
	Your job title	Reason for leaving
	Describe your work.	
	Supervisor's name	May we contact this person? ___ Yes ___ No
<b>2</b>	Employer's name:	Telephone
	Address	Employed From To
	Your job title	Reason for leaving
	Describe your work.	
	Supervisor's name	May we contact this person? ___ Yes ___ No
<b>3</b>	Employer's name:	Telephone
	Address	Employed From To
	Your job title	Reason for leaving
	Describe your work.	
	Supervisor's name	May we contact this person? ___ Yes ___ No

Military or other experiences that would be applicable \_\_\_\_\_

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# REFERENCES

(Not related to you)

1 Name	3 Name
Address	Address
Telephone Number	Telephone Number
Years Known	Years Known
2 Name	4 Name
Address	Address
Telephone Number	Telephone Number
Years Known	Years Known

Please attach your resume which should contain your philosophy of education.

Are you related to an Adair County Board of Education member or the Superintendent?  Yes  No

Related to: \_\_\_\_\_ How related? \_\_\_\_\_

Have you ever knowingly been investigated by, or been questioned by, the Kentucky Education Professional Standards Board?  Yes  No If yes, explain: \_\_\_\_\_

The information provided in this Application for Employment is true, correct and complete. If employed, any misrepresentation or omission on this application may result in my dismissal.

\_\_\_\_\_  
Date Signature

The Adair County Schools do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. Any and/or all questions or issues related to discrimination policies, procedures or practices are to be directed to the Office of Superintendent, Adair County Public Schools, 1204 Greensburg Street, Columbia, KY 42728, (270) 384-2476.

FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND HAVE A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE EMPLOYEE IS CLEAR TO HIRE BASED ON NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES AS A CONDITION OF EMPLOYMENT.