

Roanoke City Schools

PO Box 1367 • 557 Main Street
 Roanoke, AL 36274
 Phone (334) 539-5170
 Fax (334) 246-0265
 www.roanokecityschools.org



The Roanoke City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Mrs. Lyn Perry, Section 504, Title IX, Special Needs Coordinator, PO Box 1367, 557 Main Street, Roanoke, AL 36274, Phone #334-539-5173.

For what position(s) are you applying? Be specific.

Do you currently hold a valid Alabama Teacher's Certificate? Yes ___ No ___
 If yes, email a copy.

Alabama Teacher's Certificate(s) Held:

Rank	Type(s)	Area(s) of Endorsement
_____	_____	_____
_____	_____	_____
_____	_____	_____

The information below is required to allow Roanoke City Schools to monitor compliance with the United States District Court Consent Decree No. 855-E.

___ Male ___ African-American ___ Asian ___ Native American
 ___ Female ___ Caucasian ___ Hispanic Other _____

How did you learn about the Roanoke City School System?

___ Posted Vacancy Announcement ___ School System Recruiter
 ___ Newspaper ___ Individual
 ___ Internet Other _____

Name: (Last) _____ (First) _____ (Middle) _____ Permanent Address: (Street) _____ (City) _____ (State) _____ (Zip Code) _____ (Area Code/Telephone) _____ Date of Application: _____ Date Available for Employment: _____	Social Security No: _____ Screening Record Date Application Screened: _____ Rating Scale Average: _____
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Non-Teaching Experience

Employer	Location	Job Title	Dates	Supervisor	Phone

If currently employed, why are you considering leaving your present position?

Your full, complete and accurate answer to these questions relative to prior experience is important to your application. Incomplete or erroneous answers will result in your application being denied or possible contract termination if employed. Have you ever been dismissed/non-renewed from employment with a school system? Yes ____ No ____ If yes, please explain.

Additional Information about Applicant

In your own words, relate additional information about your cultural and educational background. You may include hobbies, recreational activities, musical interests, and travel, as well as your experience with children in church, community and camp activities. Limit your comments to 300 words.

Have you ever been convicted by Federal, State, or other law enforcement authorities or pleaded nolo contendere for violation of any federal law, state law, county or municipal law, regulation or ordinance? (Do not include anything that occurred before your seventeenth birthday. Do not include minor traffic violations. Yes ____ No ____ (Attach explanation if necessary.)

Conviction for what violations	Date	State or Law Enforcement authority	Disposition

If you completed a placement file with a college placement office, please have it forwarded to:

Roanoke City School System, PO Box 1367, Roanoke, AL 36274

References: These should be persons qualified to give information to show your ability for the position you seek. You MUST include your former administrators if you are an experienced teacher. For beginning teachers, include college supervisors and student teaching supervisors. Do not list relatives as references.

Name	Address	Position	Telephone

An application is considered incomplete until all information is received in the Personnel Office. This includes three references, a college transcript, a copy of Teacher’s Certificate, and a completed application form. This application will be retained for one year in your active file, then placed in inactive file for two years. Prospective employees may keep forms active by submitting a written request to the Superintendent or personally updating the application at the central office.

Read this Statement and Sign After Completing the Application.

By filing application for employment with the Roanoke City School System, if employed, I agree to abide by all the policies as set forth by the Roanoke City Board of Education. I authorize full investigation of the information given in this application and consent to the representatives of the Roanoke City School System contacting my references, other individuals having pertinent knowledge pertaining to my professional abilities, previous employers, schools attended, court officials and law enforcement authorities. I agree to indemnify and forever hold harmless Roanoke City Board of Education, its employees, agents, or assigns regarding all matters arising from or related to the investigation of any matter reasonably related to my employability by Roanoke City Board of Education. I also understand that any misstatement or omission of any information requested shall be a reason for non-employment and can constitute reason for dismissal from employment.

The application, transcript, references and other data are the property of the Roanoke Board of Education and will not be returned to the applicant.

Applicant’s Signature: _____ Date: _____

Email Address: _____

Interview Record		
By: _____	Date: _____	Place: _____
Comments: _____		