

## APPLICATION FOR EMPLOYMENT

Type or Print

Administrator  
Pamlico County Schools  
507 Anderson Drive  
Bayboro, North Carolina  
(252) 745-4171

Date \_\_\_\_\_

### I. PERSONAL DATA:

Name \_\_\_\_\_  
Last First Middle

Permanent Address \_\_\_\_\_  
Street City State Zip

Phone ( ) \_\_\_\_\_

Temporary Address \_\_\_\_\_  
Street City State Zip

Phone ( ) \_\_\_\_\_

### II. POSITION FOR WHICH APPLICATION IS BEING MADE: \_\_\_\_\_

Have you ever been employed by the Pamlico County school system? \_\_\_\_\_

Date(s) \_\_\_\_\_ Where? \_\_\_\_\_

### III. LICENSURE:

*North Carolina law requires that all teachers, principals, and other professional school personnel hold a valid NC license. It is your responsibility to obtain and maintain your license in a current status.*

Do you hold a NC license? ☐ Yes ☐ No If yes, please enclose a copy and please complete the information below.

Other state(s) in which you hold a valid license: \_\_\_\_\_ Please enclose copy.

| Program                         | Licensure Area(s)                             | Class    | Date Issued   | Date Expires   |
|---------------------------------|---|----------|---------------|----------------|
| <i>Example: 01 (continuing)</i> | <i>012 – School Administrator - Principal</i> | <i>P</i> | <i>7/1/00</i> | <i>6/30/05</i> |
|                                 |   |          |               |                |
|                                 |   |          |               |                |
|                                 |   |          |               |                |
|                                 |   |          |               |                |

### PLEASE RETURN TO:

Personnel Office  
507 Anderson Drive  
Bayboro, North Carolina 28515

IV. EDUCATIONAL DATA

| Name of College<br>or University | State | Major | Type of Degree | Dates of Attendance |    |
|----------------------------------|-------|-------|----------------|---------------------|----|
|                                  |       |       |                | From                | To |
|                                  |       |       |                |                     |    |
|                                  |       |       |                |                     |    |
|                                  |       |       |                |                     |    |
|                                  |       |       |                |                     |    |

V. PROFESSIONAL EXPERIENCE

| Dates of Employment |    | School | Position | Address | Supervisor |
|---------------------|----|--------|----------|---------|------------|
| From                | To |        |          |         |            |
|                     |    |        |          |         |            |
|                     |    |        |          |         |            |
|                     |    |        |          |         |            |
|                     |    |        |          |         |            |
|                     |    |        |          |         |            |
|                     |    |        |          |         |            |

Are you presently under contract? \_\_\_\_\_ If yes, give details. \_\_\_\_\_

\_\_\_\_\_

Work Experience Other Than Education

| Dates of Employment |    | Employer | Position | Address | Supervisor |
|---------------------|----|----------|----------|---------|------------|
| From                | To |          |          |         |            |
|                     |    |          |          |         |            |
|                     |    |          |          |         |            |
|                     |    |          |          |         |            |
|                     |    |          |          |         |            |

VI. REFERENCES

Please list names, addresses and telephone numbers of five (5) persons who can attest to your character, effectiveness and professional ability as they relate to the position(s) for which you are applying.

| Name | Position | Address | Telephone |
|------|----------|---------|-----------|
|      |          |         |           |
|      |          |         |           |
|      |          |         |           |
|      |          |         |           |
|      |          |         |           |

**VII. MISCELLANEOUS INFORMATION**

Please list professional, technical, education, community or service organizations to which you belong. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in working in Pamlico County? \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of any crime or misdemeanor other than a minor traffic violation? \_\_\_\_\_  
If yes, please explain in full detail on an attached sheet. Failure to answer correctly will be cause to be barred from employment or to be dismissed at a later date.

Have you ever been discharged or dismissed or nonrenewed from a former position? ☐ Yes ☐ No

Have you ever been asked to resign from a former position or have you ever resigned to avoid possible dismissal? ☐ Yes ☐ No

Have you ever entered a plea of nolo contendere (no contest) to any charge against you? ☐ Yes ☐ No

Do you have any criminal charges pending against you or are you currently involved in any criminal proceeding, including supervised or unsupervised probation? ☐ Yes ☐ No

If your answer to any of the above questions is yes, please explain on a separate page and include with this application.

**VIII. CANDIDATE'S PAGE: (Handwritten Sample in Ink) In the space below, provide information which will support your candidacy for employment (educational philosophy, future goals, etc.).**

## VIII. CANDIDATE'S PAGE: (CONTINUED)

### APPLICANT'S RELEASE AND AFFIRMATION

I hereby authorize the Pamlico County Board of Education, its agents and employees to make any investigation of my personal or employment history, expressly including, but not limited to federal and/or state criminal, law enforcement or traffic records. I further authorize any former employer, person, firm, corporation, credit agency, administrative body or governmental agency to give the Board of Education, its agents or employees any information they may have regarding me, including the release of any information in my personnel file. In consideration of the review of my employment application by the Pamlico County Board of Education, its agents or employees, I hereby release the Board of Education and any and all providers of information from any liability as a result of furnishing or receiving this information.

I understand that in compliance with the Immigration Reform and Control Act of 1986, the Pamlico County Board of Education will employ only United States citizens and aliens lawfully authorized to work in the United States. Upon employment, acceptable authorization and identification documents may be required.

I understand that any false information or the omission of any required information on the application or in personal interviews will be considered sufficient grounds for immediate dismissal. I agree to notify the Personnel Office in writing immediately of any change in the information provided on this application, including any changes in my criminal record.

I understand that no offer of employment by any official, agent or employee of the Pamlico County Schools is binding until approved by the Board of Education.

I certify that the information supplied in this application is true and correct to the best of my knowledge.

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

Normally, a personal interview is required before consideration is given to the employment of a candidate.

***Administrative applicants must attach a resume.***

Applications become inactive on January 31 of each year unless written notification is provided to Personnel Services requesting that the application remain active. Please notify us when you no longer wish to be considered for employment.

The Pamlico County School System will comply with the Drug-Free Workplace Act of 1988.

**It is the policy of this school system not to discriminate in its educational programs, activities, or employment policies in regard to sex, race, color, religion, age, marital status, national origin, creed, or disability.**