

\_\_\_\_\_  
Date of Application

**PAMLICO COUNTY SCHOOLS**  
**507 ANDERSON DRIVE**  
**BAYBORO, NC 28515**  
**(252) 745-4171**

**APPLICATION FOR PROFESSIONAL EMPLOYMENT**

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

Present Address \_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_

Permanent Address \_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_

**A. CERTIFICATION**

1. Do you hold a North Carolina Teacher's License? ( ) Yes ( ) No Expiration Date \_\_\_\_\_

Level: ☐ A ☐ M ☐ EdS ☐ EdD ☐ PhD ☐ Other \_\_\_\_\_

2. Grades and/or subjects you are endorsed to teach: \_\_\_\_\_  
\_\_\_\_\_

3. Do you hold a Teacher's License from another state? ( ) Yes ( ) No  
If yes, name of state \_\_\_\_\_

5. Have you made application for a North Carolina Teacher's License? ( ) Yes ( ) No

6. Have you successfully completed all Praxis requirements for NC? ( ) Yes ( ) No

OFFICIAL USE ONLY

**B. EDUCATIONAL AND PROFESSIONAL TRAINING**

(High School, College or University, and Summer School)

Name of Institution	Location	Type and Area of Degree	Dates

**C. TEACHING EXPERIENCE**

Name	Location (City or County, State)	Grades and/or Subjects Taught	Dates of Employment From (mo./yr.) To (mo./yr.)

**D. ADDITIONAL INFORMATION**

1. Please list professional, technical, education, community or service organizations to which you belong. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Honors or awards received \_\_\_\_\_  
\_\_\_\_\_
2. List any extra-curricular activities or clubs which you would be willing to sponsor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Have you had any coaching experience or other experiences with athletics which would qualify you to coach? ( ) Yes ( ) No  
If yes, please provide a detailed description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. If you answered yes to question 3 please indicate whether you would be interested in coaching in the Pamlico County Schools and which sports.  
\_\_\_\_\_  
\_\_\_\_\_
5. Are you, or have you been a member of the North Carolina Retirement System? ( ) Yes ( ) No  
If yes, name city or county of last teaching position. \_\_\_\_\_
6. Have you ever been convicted of any crime or misdemeanor other than a minor traffic violation? ( ) Yes ( ) No  
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.
7. Have you received a below standard or unsatisfactory rating on your summative evaluation within the last two years? ( ) Yes ( ) No
8. Have you ever been put on an action plan during your teaching career? ( ) Yes ( ) No
9. Have you ever been discharged or dismissed from a former position? ( ) Yes ( ) No
10. Have you ever been asked to resign from a former position or have you ever resigned to avoid possible dismissal? ( ) Yes ( ) No
11. Have you ever been refused renewal of a teaching contract? ( ) Yes ( ) No
12. Have you ever received career status (tenure) as a teacher in another school system in North Carolina? ( ) Yes ( ) No  
If yes, list school system and dates. \_\_\_\_\_

## REFERENCES

Please provide the names, positions, addresses and telephone numbers of at least three individuals who can provide information about your scholarship, character, and teaching ability. Applicant is responsible for sending out reference forms.

	Name	Position	Address	Telephone Number
1.				
2.				
3.				

## ORIGINAL STATEMENT

In your own handwriting, please write a brief statement explaining why you chose to enter the teaching profession.

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## 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** \_\_\_\_\_

**TO APPLICANT:**

It is the desire of Pamlico County Schools to fill vacancies with teachers who have superior personal and professional qualifications. Please note the following:

An applicant is responsible for securing a North Carolina license and establishing experience credit with the N.C. Department of Public Instruction. Requirements for licensure and forms for establishing experience credit may be secured by writing:

Licensure Section  
Human Resource Management  
NC Dept. of Public Instruction  
301 N. Wilmington Street  
Raleigh, NC 27601-2825  
(919) 807-3310

Salaries are based on State Department of Public Instruction licensure and number of years teaching experience and any applicable local salary schedule or supplement.

Under North Carolina law, a new employee must file a health certificate in the Superintendent's office before they may assume any duties.

Normally, an interview is required before consideration is given to the employment of a candidate. Interviews will not be scheduled ordinarily until all records are received and there is a prospect of employment. A complete application form, transcripts, references, and Praxis scores are required for each candidate.

After an application is filed and the address, telephone number, or the desire for employment changes, please notify our office.

Because additions to the staff or resignations may occur at any time, it is not a regular practice to notify candidates for positions as to whether or not vacancies exist. When a vacancy does occur, all applications on file are surveyed. At the end of one year, applications are placed in an inactive file unless the candidate requests that the application be put in the current file. Applications are destroyed after one year in the inactive file.

<p>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, national origin, creed, or handicapping conditions.</p>
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# PAMLICO COUNTY SCHOOLS

## Reference Form

## CERTIFIED APPLICANTS

Name \_\_\_\_\_

(Last) (First) (Middle/Maiden)

(Note: Write your name as it appears on your Social Security card)

I am an applicant for a position as \_\_\_\_\_ in the Pamlico County Schools and I have given your name as a reference. Your prompt attention to the completion of this form will be greatly appreciated. This response is confidential. I hereby waive any right of access to this reference.

Applicant's Signature

Date \_\_\_\_\_

Check each item below in the space provided.	Below Average	Average	Above Average	Outstanding	Not Observed	
<b>PERSONAL QUALITIES</b>						
Character						1. I have known the applicant for _____ years.
Flexibility						2. In what capacity have you known the applicant? Teacher/Professional _____ under my direction Fellow Teacher _____ Student Teacher _____ Student _____ Personal Friend _____
Health						
Dependability						
Initiative and Self Reliance						
Personality						
Patience						
Judgment						
Honesty						
Promptness						
						3. I have seen the applicant teach: Yes _____ No _____
<b>PROFESSIONAL AND SOCIAL TRAITS</b>						
Relationship with Students						4. She/He is open-minded and receptive to suggestions: _____
Cooperation and Loyalty						
Professional Interest and Growth						5. Would you hire the applicant for the position applied for? _____
Scholarship						
Use of English						
Interest in General School Activities						6. My recommendation of the applicant is High _____ Average _____ Below Average _____
Interpersonal Relations						
Relationship with Parents						
						7. Has the applicant ever been dismissed or failed to be reemployed? Yes _____ No _____
<b>GENERAL TEACHING TRAITS</b>						
Classroom Management						8. Do you know of anything that would prevent applicant from performing his/her duties? _____
Care of Room						
Attention to Reports, Records, Etc.						
Leadership Qualities						
Daily Preparation						9. Does the applicant accept extra duties willingly? _____
Teaching Results (If Experienced)						
Prospects for Success (If a Beginning Teacher)						

Signature

Position

Date \_\_\_\_\_

RETURN TO: Pamlico County Schools  
507 Anderson Drive  
Bayboro, NC 28515

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Address

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Phone Number