

REFERENCE SHEET

This sheet should be completed by one of your references and mailed to the Charlotte County School Board Office.

Charlotte County Public Schools
 Personnel Department
 Post Office Box 790
 Charlotte Court House, Virginia 23923

Name: _____ Teaching Endorsement(s): _____

We are interested in employing the above named person for a teaching position in the Charlotte County Public School System and would appreciate any information you may offer to the following items.

	Superior	Above Average	Average	Poor
Scholarship				
Classroom Management				
Teaching Effectiveness				
Pupil Relations				
Community Relations				
Cooperation				
Loyalty				
Professional Appearance				
Personality				
Faculty Relations				
Professional Attitudes and Growth				
Character				

- Is he/she now under contract? Yes No N/A
- Would you reemploy him/her? Yes No N/A
- Was he/she refused renewal of contract? Yes No N/A
- Please give exact dates of service: _____
- Name of position(s) held: _____
- Comments: _____

*** Please use reverse side if additional space is needed.***

Signed: _____ Date: _____
 School Division: _____ Position: _____
 Address: _____

Charlotte County Public Schools

Post Office Box 790
Charlotte Court House, Virginia 23923
Phone: 434-542-5151 FAX: 434-542-4261

TEACHER'S APPLICATION

Date of Application _____
Date Available _____

Please Print or Type

AN EQUAL OPPORTUNITY EMPLOYER

Name: _____
Last First Middle Social Security Number

Present Address: _____
Street City State ZIP Telephone

Permanent Address: _____
Street City State ZIP Telephone

Teacher's License Held: _____
State of Issue Kind (CP/PGP/Provisional/Other) Expiration Date

Endorsements: _____
Subjects and/or Grades Licensed to Teach

PROFESSIONAL EDUCATION

List in chronological order all colleges or universities attended for professional study. Include institution even though no degree was earned.

College/University	Dates		Semester Hours	Area of Study	Degree Earned	Date Conferred
	To	From				

A complete transcript of college work must accompany application.

PROFESSIONAL TEACHER'S ASSESSMENTS

Virginia Communication and Literacy Assessment Score: _____

Praxis II Score/s: _____ Specialty Area: _____

Reading for Virginia Educators (RVE) Score: _____

School Leaders Licensure Assessment (SLLA): _____

TEACHING EXPERIENCE

List in chronological order all full-time teaching experience. Do not include student teaching or substitute teaching.

Name of School	Name of School System	State	Subject/Grade	Dates	
				From	To

STUDENT TEACHING

Name of School	Location		Subject/Grade	Dates	
	City	State		From	To

College or University Supervisor: _____

Cooperating Teacher(s): _____

OTHER EXPERIENCE

List work experience(s) other than teaching, including Military Service.

Name and Address of Employer	Kind of Work	Dates		Reason for Leaving
		From	To	

SPECIAL INTERESTS AND ABILITIES

List professional organizations in which you hold membership: _____

List community services in which you have been active: _____

List school activities you are qualified to direct or sponsor: _____

List special interests, abilities, and hobbies: _____

REFERENCES

For experienced applicants: References listed below must include most recent supervisors and principal.

For non-experienced applicants: List persons who know your work habits, character, and abilities. Include persons most familiar with your student teaching experience

Name	Full Address /Phone	Position

PERSONAL INFORMATION

Are you able to perform the essential functions of the position(s) for which you applied with or without reasonable accommodations? Yes No

Are you a U.S. citizen? Yes No If no, do you have INS documentation? Yes No

Have you ever been convicted of a misdemeanor or felony? Yes No
If yes, please explain on separate page.

Have you ever been convicted of any offense involving the sexual molestation, physical, or sexual abuse, or rape of a child? Yes No If yes, please explain on separate page.

Have you ever been discharged or refused contract renewal? Yes No
If yes, please explain on separate page.

Are you presently under contract? Yes No If so, give reason(s) for seeking change in employment: _____

APPLICANT'S PERSONAL STATEMENT

In the space below provide, in your own handwriting, a statement of your goals, objectives, and philosophy relative to the teaching profession. This written reply is a required segment of this application.

* I understand and agree that if I am recommended for a position in the Charlotte County Public School System that I will be required to pay for the Virginia State Police Records Check and Child Protection Services Background Check. Final, full-time employment shall be conveyed upon the individual prior to verification of this screening process.

I certify that the information given in this application is true and complete. _____
Applicant's Signature

Charlotte County Public Schools is an equal opportunity employer. All applications are considered regardless of race, sex, color, national origin or handicapping condition, when openings exist.