

COPIAH COUNTY SCHOOL DISTRICT
254 W. Gallatin Street
Hazlehurst, Mississippi 39083
Telephone: 601-894-1341 – Fax: 601-894-2634

APPLICATION REQUIREMENTS FOR PROSPECTIVE TEACHING PERSONNEL

MISSISSIPPI TEACHING LICENSE – A valid Mississippi Teaching License, indicating certified areas of endorsement at the elementary or secondary grade level, should accompany your application. If a copy is not available at the time your application is returned, please secure one as soon as possible and send a copy to the Copiah County School District.

OFFICE OF TEACHER LICENSURE – Teaching licensure information may be obtained by writing the Office of Teacher Certification, Mississippi State Department of Education, P.O. Box 771, Jackson, Mississippi 39205, or by calling 601-359-3483.

VERIFICATION OF FORMER EMPLOYMENT – Written verification of previous employment is required. It is the responsibility of the applicant to secure this information.

RECOMMENDATION FORMS – Recommendation forms will be mailed to the individuals you have listed as references on your application by personnel of the Copiah County School District. All applicants should sign and date the Recommendation Release Authorization forms found on each recommendation form and return the recommendation forms with the completed application to the Copiah County School District, 254 W. Gallatin Street, Hazlehurst, MS 39083.

PLACEMENT FILES – All college or university placement files must be mailed directly to the Copiah County School District, 254 W. Gallatin Street, Hazlehurst, MS 39083.

TRANSCRIPTS – Transcripts of all college credit must be furnished to the Copiah County School District before your file is complete. Transcripts must indicate that you have the minimum of a bachelor's degree from an accredited college or university.

INTERVIEWS – Principals of school where vacancies occur will be responsible for interviewing applicants. The Superintendent or his designee will interview applicants recommended for employment by the principal.

STATUS OF APPLICATIONS – Applications will remain in the active file for a period of one (1) year and then will be classified as inactive unless the applicant notifies the Superintendent's office in writing to keep the application current.

COMPLETE APPLICATION – A complete application will consist of application form, transcript, NTE or Praxis I and II scores, teaching certificate, and recommendation forms. It is the responsibility of the applicant to supply the required items.

ACCEPTANCE OF OTHER POSITIONS – If you accept a teaching position in another school system, please notify the Copiah County School District.

The Copiah County School District Is An Equal Opportunity Employer:

THE DISTRICT IS IN COMPLIANCE WITH THE CIVIL RIGHTS ACT OF 1964, PUBLIC LAW 9-202 AND THE EDUCATIONAL AMENDMENT OF 1972, TITLE IX AND SECTION 504 OF THE REHABILITATION ACT OF 1973 AS AMENDED (29 U. S. C. 794).

EDUCATION

Name of School and Location Include High School, College, Graduate, Post Graduate Work in Order Taken	Dates Attended Month-Year	Degree Received	Major Subject	Sem. Hrs. In Major	Minor Subject	Sem. Hrs. In Minor
.....	From _____ To _____					
.....	From _____ To _____					
.....	From _____ To _____					
.....	From _____ To _____					
.....	From _____ To _____					
.....	From _____ To _____					

EXPERIENCE (Written verification is required by applicant)

Name and Complete Address Of School System or Employer	Period of Service Exact Month, Year	No. of Months	Nature of Work Grades, Subjects	Reason for Leaving This Position
.....	From _____ To _____			
.....	From _____ To _____			
.....	From _____ To _____			
.....	From _____ To _____			
.....	From _____ To _____			
.....	From _____ To _____			
.....	From _____ To _____			
.....	From _____ To _____			

Total Months _____ Total Years _____

Have you previously been employed with the Copleah County Public Schools? Yes _____ No _____

Are you presently under contract with any school system? Yes _____ No _____

School system _____ until _____

When is the earliest you could begin work here? _____

In the last twelve months, how many days have you lost from work because of personal illness? _____

Have you ever been asked to resign, been discharged, or failed to be reemployed for a teaching or administrative position?

Yes _____ No _____ If yes, give details _____

Have you ever been convicted of an offense other than a misdemeanor? Yes _____ No _____

If yes, explain _____

List co-curricular activities which you are qualified and prepared to direct _____

List college activities and honors before and since graduation _____

Additional information which you wish to submit _____

Do you have a current recommendation on file in a college teacher placement office? Yes _____ No _____

Name of college or university _____

Address _____

REFERENCES

List the names, position, and address of six (6) individuals as your references. Include superintendents, principals, and supervisors under whom you have worked in addition to college professors and supervisory teacher. Please do not list relatives as references.

NAME	OFFICIAL POSITION	ADDRESS (STREET, CITY, STATE & ZIP)	PHONE NUMBER

List any other names that you may have used, including nicknames?

In paragraph form, briefly discuss your reasons for wanting a position with the Covich County School District.

READ CAREFULLY AND SIGN THE FOLLOWING STATEMENT.

By my signature I attest that the information contained in this application is true and represents me accurately. If employed, I agree to abide by all the policies approved by the Board of Trustees and will cooperate fully with the programs for professional improvement. I understand that this application will remain in the active file for a period of one year and then will be classified as inactive unless I notice the Superintendent's office in writing to keep the application current.

Date _____ Signature _____

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RECOMMENDATION FORM FOR INSTRUCTIONAL STAFF

_____ is applying for the position of _____
 in the Copiah County School District. We will appreciate your personal evaluation of the applicant's ability to perform in
 this position. Please return this form at your convenience. Information you supply will be kept confidential.

Sincerely yours _____
 Superintendent

Recommendation Release Authorization

To Whom It May Concern:

I, the undersigned, request that the information solicited on the applicant recommendation form be released to the Copiah
 County School District. I understand and agree that this information will be treated as confidential by the Copiah County
 School District and will not be available to anyone other than authorized personnel employed by the school system. No
 signature means the applicant will have the right to read this reference.

Applicant's Signature _____ Date _____

Please Check

Area	Especially Strong	Strong	Satisfactory	Needs Improvement	Unacceptable	Cannot Judge
Classroom Management & Control						
Lesson Plans						
Organization of Class Time						
Grammar and Speech						
Suitable Evaluation Techniques						
Attention to Individual Needs of Students						
Communication with Students						
Personal Appearance						
Willingness to Learn and Share						
Follows Chain of Command						
Positive Attitude						
Reliability						
Punctuality						
Cooperation & Helpfulness						
Ability to Discipline						
Competency in Academic Field						
Accuracy of Written Reports						
Enthusiasm for Teaching						
Good "Common Sense" Judgment						
Parent Involvement						
General Rating (Overall)						

This evaluation includes the period _____ to _____

In what capacity have you known the applicant? _____

What are the applicant's chief strengths or limitations? _____

Have you seen the applicant teach? Yes _____ No _____

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(OVER)

Is the applicant open-minded and receptive to suggestions? Yes _____ No _____

Would you, without hesitation, employ or reemploy this applicant for this position? Yes _____ No _____

Remarks: _____

Date: _____

Signature: _____

Position: _____

Telephone: _____

This attachment will be removed and maintained in a separate file.

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EMPLOYMENT APPLICATION ATTACHMENT

Information on this page of the Employment Application is collected to monitor the Copiah County School District's progress toward equal opportunity employment. This page will not be used to determine employment.

Name _____ Date _____

Address _____

Race _____ Sex _____

Handicaps _____

Age on last birthday _____ Date of birth _____

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