



**Are you currently receiving retirement contributions from the Public Employees' Retirement System of Mississippi? Yes \_\_\_\_ No \_\_\_\_**

**List membership, service, and leadership in professional, civic, community, or governmental boards or organizations.**

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**List professional honors.**

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**OUTSIDE INTERESTS AND HOBBIES**

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**MAJOR CAREER ACCOMPLISHMENTS**

**Use an attachment if necessary**

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## EMPLOYMENT HISTORY

Please list all FULL TIME experience within and outside the field of education. List more recent employment first and continue in reverse chronological order. Use an attachment if necessary.

Date of Service	Positions/Duties	Organization/Address	Reason For Leaving
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## EDUCATIONAL AND PROFESSIONAL TRAINING

Use an attachment if necessary

Name of Institution	Address	Major/Minor	Dates Attended To      From	Degree
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**CREDENTIALS**

**Please request your university/college(s) to forward your transcripts or other credentials to: Jackie Ford, New Albany Schools, 301 Highway 15 North, New Albany, MS 38652.**

**HONORS AND ACTIVITIES**

**List publications or research (including doctoral dissertation) projects. Use an attachment if necessary.**

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**Describe briefly the particular training and/or experiences which you feel gives you the background needed for this position.**

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**BACKGROUND AND CREDIT CHECK AUTHORIZATION**

**I authorize the New Albany Schools to conduct a background screening check with law enforcement, the Child Abuse Registry, previous employers, and any other persons to determine my suitability in working with children. I further authorize the New Albany Schools to obtain my Credit Bureau report.**

I understand that this permission is a part of my application for a position with New Albany Schools. I further understand that this information will only be used in regard to this application.

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTICE: Any false information knowingly given on this application is grounds for elimination from further evaluation.**

The New Albany School District adheres to the principle of equal educational and employment opportunities without regard to race, sex, color, age, or national origin. This policy includes the qualified handicapped and extends to all programs and the activities supported by the New Albany School District.

### REFERENCES

A minimum of three references are **REQUIRED**. Include superintendent, principals, or supervisors with whom you are working or have worked.

**Position**

**Name**

**Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**New Albany School District  
Attn: Mr. Jackie Ford  
301 Hwy 15 North  
New Albany, MS 38652**

**REFERENCE EVALUATION FORM FOR CERTIFICATED POSITION**

**PART I**

(To Be Completed by Applicant)

**Three** reference evaluation forms are required. **One** must come from your most recent school principal or supervisor of student teaching.

Applicant Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Position Desired: \_\_\_\_\_

Please complete the evaluation found in PART II below based on your knowledge of my background and return this mailer to the address above.

I hereby  waive  do not waive my right to access of this confidential recommendation obtained for my application for employment.

I agree to hold the New Albany School District and former employers harmless for questions and answers concerning previous employment.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II**

**(To Be Completed by Evaluator)**

Command of English Language	<input type="checkbox"/> Extremely Fluent/precise	<input type="checkbox"/> Correct in usage	<input type="checkbox"/> Usually correct	<input type="checkbox"/> Frequently incorrect
Knowledge of Subject matter :	<input type="checkbox"/> Superior in subject matter	<input type="checkbox"/> Adequate in subject matter	<input type="checkbox"/> Limited in subject matter	<input type="checkbox"/> Insufficient in subject matter
Skill in Instruction:	<input type="checkbox"/> Outstanding/innovative	<input type="checkbox"/> Experienced	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs supervision
Enthusiasm for Teaching:	<input type="checkbox"/> Extremely enthusiastic	<input type="checkbox"/> Enthusiastic	<input type="checkbox"/> Usually involved	<input type="checkbox"/> Not a self starter
Classroom Control:	<input type="checkbox"/> Implements student self discipline	<input type="checkbox"/> Consistent in discipline	<input type="checkbox"/> Inconsistent	<input type="checkbox"/> Little control
Professional Attitude:	<input type="checkbox"/> Always professional	<input type="checkbox"/> Professional	<input type="checkbox"/> Usually professional	<input type="checkbox"/> Frequently professional
Use of Sound Judgment:	<input type="checkbox"/> Exceptional in judgment	<input type="checkbox"/> Good in common sense	<input type="checkbox"/> Fair in judgment	<input type="checkbox"/> Unreliable
Reliability:	<input type="checkbox"/> Always dependable	<input type="checkbox"/> Usually dependable	<input type="checkbox"/> Fairly reliable	<input type="checkbox"/> Inconsistently reliable
Character:	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Above average	<input type="checkbox"/> Average	<input type="checkbox"/> Fair
Relationships With Others:	<input type="checkbox"/> Superior	<input type="checkbox"/> Above	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Frequently annoying
Cooperation:	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Usually	<input type="checkbox"/> Uncooperative

**Please comment on the following:**

1. Would you recommend applicant for position applied for?  Yes  No

If no, please explain. \_\_\_\_\_

2. Would you reemploy?  Yes  No If no, please explain \_\_\_\_\_

3. General comments \_\_\_\_\_

Name: (print/type) \_\_\_\_\_ Title: \_\_\_\_\_

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

School District/Business Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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