



WICOMICO COUNTY BOARD OF EDUCATION

Salisbury, Maryland

APPLICATION FOR CERTIFICATED POSITIONS

Please read through the entire application carefully. Do not leave any spaces blank. Your application may not be considered if you fail to complete all sections of this form completely and accurately. In addition, you may also submit a current resume.

Position for which you are applying _____

Name _____

Mailing Address _____

LAST FIRST MIDDLE
NUMBER STREET P.O. BOX CITY COUNTY STATE ZIP CODE

Telephone () _____ Social Security Number _____

AREA CODE (OPTIONAL)

If you have used a name other than the one indicated above, please specify: _____

Have you ever filed an application with the Wicomico County Board of Education?
 Yes No If yes, give date _____ and position _____

Have you ever been employed by the Wicomico County Board of Education?
 Yes No If yes, give date _____ and position _____

Are you employed now? Yes No May we contact your present employer? Yes No

Should you be selected for this position, an offer of employment will be contingent upon our contacting your present employer.

On what date would you be available for employment? _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?
 Yes No (Proof of citizenship or immigration status will be required upon employment.)

All employees are required by Maryland law to have a criminal background check (fingerprinting) and to provide documentation of a recent negative tuberculin test at the time of employment. The Department of Human Resources will provide information regarding these requirements at time of employment.

EDUCATIONAL BACKGROUND Transcripts of all college study must be provided. Applicants who will not have completed a college degree by the time of employment must present evidence of having finished high school.

	NAME OF SCHOOL	LOCATION CITY, STATE, ZIP CODE	GRADUATED		IF NO, # OF CREDITS COMPLETED	SUBJECT AREA/MAJOR AND DEGREE EARNED
			YES	NO		
SECONDARY SCHOOL						
TECHNICAL SCHOOL						
COLLEGE OR UNIVERSITY						

EMPLOYMENT EXPERIENCE This section must be completed in order for your application to be considered. Do not write "See resume" or "See attached". Provide the requested information beginning with your *most recent* employer. Only previous experience provided on this application will be taken into consideration when determining salary placement. **Teacher applicants must list all teaching experience. All other applicants must list all experience directly related to position applying for.** All employment within the past five (5) years must be listed. Use second sheet if necessary. Please be prepared to explain any gaps in employment history.

1	Employer	Dates Employed		Position Responsibilities
		From	To	
	Address	Month/Year	Month/Year	
	Telephone ()	Position Title		
	Supervisor			
Reason for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
2	Employer	Dates Employed		Position Responsibilities
		From	To	
	Address	Month/Year	Month/Year	
	Telephone ()	Position Title		
	Supervisor			
Reason for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
3	Employer	Dates Employed		Position Responsibilities
		From	To	
	Address	Month/Year	Month/Year	
	Telephone ()	Position Title		
	Supervisor			
Reason for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
4	Employer	Dates Employed		Position Responsibilities
		From	To	
	Address	Month/Year	Month/Year	
	Telephone ()	Position Title		
	Supervisor			
Reason for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			

Additional information may be provided on a separate sheet.

Please list name, current address and telephone number of three references.

CERTIFICATED POSITIONS

Indicate in order of preference (1, 2, etc.) the type of teaching position for which you are applying and the corresponding grade/content area:

_____ Early childhood (N-3)	Grade preference/s _____
_____ Elementary (1-6)	Grade preference/s _____
_____ Middle school (7-8)	Content specialization _____
_____ High school (9-12)	Content specialization _____
_____ Other	_____

Indicate any sports you would like to coach. _____

Indicate any extracurricular/club activities you would like to sponsor. _____

If you have ever held a Maryland teacher's certificate, indicate the following:

Type _____ Subject/s _____ Validity Dates _____

Type _____ Subject/s _____ Validity Dates _____

Indicate valid certificates you hold from other states:

State _____ Type _____ Subject/s _____ Validity Dates _____

State _____ Type _____ Subject/s _____ Validity Dates _____

State _____ Type _____ Subject/s _____ Validity Dates _____

Have you ever had a teacher's certificate revoked? Yes No If yes, give name of state and reason/s for revocation.

THE PRAXIS/NATIONAL TEACHER'S EXAM (NTE) IS REQUIRED FOR MARYLAND CERTIFICATION.

Have you taken the Praxis 1? Yes No Date/s of Test/s _____

Have you taken the specialty? Yes No Date of Test _____ Area _____

If you do not hold a Maryland certificate, indicate the following information regarding student teaching experience/s:

School assigned _____ Grade/s _____

Subject taught _____ Dates _____

School assigned _____ Grade/s _____

Subject taught _____ Dates _____

Are you under contract for the ensuing year? Yes No

SEE ACCOMPANYING SHEET REGARDING RECORDS NEEDED TO COMPLETE YOUR APPLICATION.

Name

Last

First

Middle

SS#

(Optional)

Date

REQUIRED SUPPORTING DATA FOR CERTIFICATED POSITIONS

In order for the Wicomico County Board of Education to consider you a viable candidate for employment and to ascertain your eligibility for Maryland certification, you will need, in addition to your application, to provide the Department of Human Resources with the following records or to have them forwarded under separate cover:

- ◆ *Copy of bachelor's degree transcript (or verification of current degree status if degree has not been awarded)*
- ◆ *Verification of post-baccalaureate course work (copies of transcripts, grade slips, etc.)*
- ◆ *Copies of any out-of-state teaching certificates held*
- ◆ *Copy of most recent Maryland certificate held, valid or expired*
- ◆ *Copy of any Maryland license pertaining to the position for which application is made (e.g., occupational therapist, physical therapist, speech therapist, etc.)*
- ◆ *Copies of all NTE and/or Praxis* test scores*

<p><i>*In order to comply with the <u>No Child Left Behind Act</u> in hiring highly qualified teachers, we <u>strongly</u> encourage you to submit qualifying scores on all required Praxis I and II tests in order to receive the highest consideration for employment.</i></p>
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- ◆ *If hired, you will need to provide official transcripts and/or grade slips.*

NOTE: NTE scores of tests taken prior to 7/1/00 will also be accepted.

**QUESTIONS REGARDING ANY OF THE ABOVE INFORMATION MAY BE DIRECTED TO
THIS OFFICE: 410-677-4565**

Wicomico County Board of Education

101 Long Avenue ❖ P.O. Box 1538 ❖ Salisbury, MD 21802-1538
Telephone 410-677-4400/677-4542
FAX 410-677-4416

CRIMINAL BACKGROUND INVESTIGATION

(Family Law Article, 5-560 et seq.)

You are required to sign and return this form along with your application for employment. This form will be used to generate a report of **any** criminal activity, with **no limit on time period reported**. Applications will not be reviewed unless this form is returned with your application.

The following questions must be answered **truthfully**. Please read the questions carefully and mark one answer for each. If you have any doubts about how to answer the following questions accurately, please make an appointment to speak with the Director of Human Resources (or designee) before filling out this form. However, your application will not be accepted until the form is completed.

**If convictions, "probation before judgement" dispositions, or "not criminally responsible" dispositions have been expunged from the applicant's criminal record, the aforementioned do not have to be reported. However, please be advised that an expungement requires a court proceeding. If you do not possess such court documentation, a prior criminal record may still be active. You may need to seek legal counsel for verification.*

1. Have you ever been convicted of a crime?* Yes No
2. Have you ever received a "probation before judgement" disposition in a criminal proceeding?* Yes No
3. Have you ever received a "not criminally responsible" disposition in a criminal proceeding?* Yes No
4. Are you now a defendant facing pending criminal court?* Yes No

A "Yes" answered to any of the above questions will cause you to receive a letter explaining the procedures you need to follow before you can interview for a position.

I understand that all statements made on this form are true to the best of my knowledge, and if later discovered to be untrue will be cause for immediate dismissal, or withdraw of job offer.

Printed Name

Social Security No.

Signature

Date

NOTE: If you are offered employment with the Wicomico County Public School System, you will be required to complete and sign another statement at that time.

In order for the Wicomico County Board of Education to obtain information regarding my competency for the position for which I am applying, I hereby authorize its agents to contact persons named herein as references and other persons who might contribute job-related information to my file. Additionally, I authorize those persons contacted to release the information requested by said agent(s) and waive my right to access to those records.

I hereby affirm that the information supplied herein is complete and accurate. I understand that willful falsification and/or omission of information will be just cause for rejection of my application or dismissal in the event I am hired.

DATE

SIGNATURE

Under Maryland Law, an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.

I hereby acknowledge having read the above statement.

DATE

SIGNATURE

Please tell us how you heard about employment opportunities with the Wicomico County Board of Education. Check all that apply.

Newspaper

Board Employee

College Job Fair

Job Posting

Website

Other _____

Billboard

Job Hotline

SUBMIT TO: Department of Human Resources
Board of Education of Wicomico County
101 Long Avenue
P.O. Box 1538
Salisbury, MD 21802-1538

TELEPHONE: 410-677-4565

Website www.wcboe.org
Human Resources Job Hotline 410-677-5299

