RETURN TO: Greenville County Schools **CERTIFIED SUB DEPARTMENT** 301 Camperdown Way Greenville, SC 29602



APPLICATION FOR EMPLOYMENT

Date of Application	Date Available for Work
SUBSTITUTE POSITION(s):	□ CERTIFIED TEACHER/with current SC Certificate
	CERTIFIED TEACHER/from another state certificate
	□ RECENT College Grad applying for SC Certificate
	□ PACE Candidate MUST provide a <u>current</u> "Statement of Eligibility"
	ANNUALLY beginning July 1, 2011. A letter stating areas of qualification will NO longer be accepted.

GEOGRAPHICAL AREA OR SCHOOL DESIRED: _____

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Last Name	First Name	Middle Name		
Street, PO Box	City	State	Zip Code	
Home Phone Number	Work Phone Numb	per	Cell Phone Number	
How long have you lived in	South Carolina: Years			
Are you a U.S. Citizen?	Yes 🗆 No	If not, are you eligible to	work in the U.S.? \Box Yes	□ No
Computer Skills: (Explain)				
Other Skills relating to this	position:			
Trade Skills: () Air Condi Control, () Yard Maintena			;, () Locksmith, () Mason	ary, () Welding, () Pest
 Have you ever been com Have you ever been emp 	loyed by Greenville Count	y Schools?		Yes □ No □ Yes □ No □
3. Have you ever been dism or any employer?		om employment with Gre	enville County Schools	Yes 🗆 No 🗆
4. Have you ever driven a s		(07.1.).0		Yes 🗆 No 🗆
5. Do you have a valid SC				Yes 🗆 No 🗆
6. If the position you desire				Yes 🗆 No 🗆
7. Do you have relatives th * If answer is yes to 1, 2, 3,			100IS?	Yes 🗆 No 🗆
11 answel 15 yes to 1, 2, 3,	or prease number below a	and give uctans.		

EDUCATIONAL RECORD

School	Name of School	School Location	From	То	Highest Grade Completed	Degree (Yes/No) /
			Yr/Mo	Yr/Mo		Major
High						
Accredited College						
Trade, TEC, Other						

MILITARY RECORD Branch	Occupational Specialist (MOS)	Starting Date	Ending Date

EMPLOYMENT RECORD: Starting with most recent, please list every employment since your first job; account for periods of unemployment, if any. Use separate sheet of paper if necessary.

From Mo/Yr	To Mo/Yr	Employer's Name/Address	Job Title/Duties	Last Salary	Reason for Leaving

PROFESSIONAL REFERENCES REQUIRED: Please list persons qualified to evaluate your character, experience, and ability.

References should be former employers or instructors. If you have ever worked for Greenville County Schools, one reference should be your last location within the district.

Name	Position or Job Title	Position or Job Title Mailing Address (Required)	

The use of tobacco products in Greenville County Schools is prohibited on all sites.

The Greenville County Schools does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.

My signature below indicates that I have completed this application for employment accurately and truthfully. I understand that misrepresentation of factual information is cause for dismissal should I be employed by Greenville County Schools.

By my signature, I authorize Greenville County Schools to ask for and obtain from each former or present employer, person, firm, corporation, schools, police, FBI, and drive records given as reference any and all information sought in connection with this application. I also authorize any former employer, person, firm, corporation, school, police, FBI, and driver records from whom such information is requested to supply Greenville County Schools with information concerning my, my work habits, character, skill, and actions, in any transaction.

Your application will be considered active for six months following the date received.

SC Teacher's Certificate Number _	Date of Expiration
A copy of yo	ur certificate MUST be attached to this application.
At any time has your contract not	t been renewed? □ NO □ Yes If yes, please explain.
Have you ever been refused an an	inual or continuing contract? ? 🗆 NO 📄 Yes If yes, please explain.
Out-Of	-State CERTIFIED Teacher Information
Out of State Cortificate Number	Data of Expiration
Out-of State Certificate Number	
A copy of yo	ur certificate MUST be attached to this application.
At any time has your contract not	t been renewed? 🗆 NO 📄 Yes If yes, please explain.
Have you ever been refused an an	inual or continuing contract? \square NO \square Yes If yes, please explain.
Have you applied for SC Certifica	ate? 🗌 NO 🔲 Yes (REQUIRED)
	Recent College Graduate
Date of Graduation	Name of College
Degree	Have you applied for SC Certificate? INO I Yes (REQUIRED)
	tion on the CERRA website? INO I Yes
	PACE CANDIDATE

You must attach a copy of your letter from the SC State Department stating area(s) of qualification –ORyour statement of eligibility for the PACE Program.