

**JENKINS INDEPENDENT SCHOOL SYSTEM**  
**CERTIFIED APPLICATION FOR EMPLOYMENT**  
PO Box 74  
Jenkins, KY 41537

Position: \_\_\_\_\_

Name: \_\_\_\_\_ Soc. Sec. No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**EDUCATIONAL EXPERIENCE:**

	<u>College Attended</u>	<u>Number of Hours</u>	<u>Degree(s)</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Areas of Certification: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Teaching Experience Number of Years: \_\_\_\_\_

Please supply the requested information regarding your last three (3) employers:

	<u>Employer</u>	<u>Supervisor</u>	<u>Telephone Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Please provide the requested information regarding three (3) references:

	<u>Name</u>	<u>Address</u>	<u>Phone Number</u>	<u>Position</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Please include a copy of your Certificate, PRAXIS Scores and Transcripts when returning this application.

Have you ever been convicted of a felony? If yes, please explain nature of felony: \_\_\_\_\_

\_\_\_\_\_ Have you been terminated or resigned under threat of termination in this or any other school district? \_\_\_\_\_

The superintendent has the right to screen, do a background check and reject any or all applications.

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

The Jenkins Independent Schools does not discriminate on the basis of age, race, color, national origin, sex, religion, marital status, or disability in its educational programs, services, activities, or employment.

# Jenkins Independent Schools

PO Box 74

Jenkins, KY 41537

TO: \_\_\_\_\_  
Name Title

\_\_\_\_\_ Address

\_\_\_\_\_ City, State Zip

I hereby give you permission to complete and release this reference form to the Jenkins Independent Schools. I agree that the information requested will become a part of my personnel file as an applicant or employee of the Jenkins Independent Schools, and I agree that the information will not be disclosed to me, but is to be treated as confidential by the Jenkins Independent Board of Education. I waive my right to see this information. I further release and agree to hold harmless the Jenkins Independent Board of Education and the persons and/or legal entities completing the reference form from any and all claims, demands, actions, and causes of actions which I might have resulting or to result from the furnishing or utilization of the information requested and/or provided.

\_\_\_\_\_ Date Print Applicant's Name Social Security Number

Position Applied For: \_\_\_\_\_

## CONFIDENTIAL

The above named person has filed an application for employment with the Jenkins Independent Schools. In completing the application, the applicant has indicated that you may be able to help us in evaluating his/her potential as an employee.

Will you please help us by completing the inquiry on the reverse side of this letter and adding any comments you may care to make?

Your cooperation and promptness in returning this inquiry to us will be greatly appreciated.

Sincerely,  
Freddie Bowling, Superintendent  
Jenkins Independent Schools

**TO THE APPLICANT:** Please send a copy of this form to all references listed in your employment application. You should include a pre-addressed, stamped envelope to be mailed directly to:

Personnel Director's Office  
Jenkins Independent Schools  
PO Box 74  
Jenkins, KY 41537

Print Name of Applicant: \_\_\_\_\_ SS No.: \_\_\_\_\_

**OFFICIAL CONFIDENTIAL INFORMATION**

Based on your experience, please rate the applicant as follows:

Please indicate by checking:	Outstanding	Above Average	Average	Fair	Below Average	Unknown
Professional reliability and attitude:	_____	_____	_____	_____	_____	_____
Participation in school and community activities:	_____	_____	_____	_____	_____	_____
Maturity in social and intellectual areas:	_____	_____	_____	_____	_____	_____
Regularity of attendance:	_____	_____	_____	_____	_____	_____
Responsibility in areas of morality:	_____	_____	_____	_____	_____	_____
Supports School Policies:	_____	_____	_____	_____	_____	_____
Acceptance of constructive supervision:	_____	_____	_____	_____	_____	_____
Cooperation with administration and faculty:	_____	_____	_____	_____	_____	_____
Concern for the individual child:	_____	_____	_____	_____	_____	_____
Success in teaching (known or projected):	_____	_____	_____	_____	_____	_____
Capability in curriculum, materials, techniques:	_____	_____	_____	_____	_____	_____
Ability to control classes:	_____	_____	_____	_____	_____	_____
Enthusiastic and vivacious in teaching:	_____	_____	_____	_____	_____	_____
Personal appearance:	_____	_____	_____	_____	_____	_____
Health:	_____	_____	_____	_____	_____	_____
Use of English:	_____	_____	_____	_____	_____	_____
Punctuality:	_____	_____	_____	_____	_____	_____
Attitude toward work:	_____	_____	_____	_____	_____	_____

How long have you known applicant? \_\_\_\_\_ Would you recommend employment of the applicant as a teacher? Yes \_\_\_\_\_ Without reservation \_\_\_\_\_ With reservations \_\_\_\_\_ Cannot recommend \_\_\_\_\_  
Explain: \_\_\_\_\_

Would you want this person to work with YOUR CHILD in an educational setting? Yes \_\_\_\_\_ No \_\_\_\_\_

Information given above is based on (check items which apply):  
Personal acquaintance with applicant \_\_\_\_\_ Worked under my supervision \_\_\_\_\_  
Student in my classes at school \_\_\_\_\_ A co-worker \_\_\_\_\_  
Student teacher under my supervision \_\_\_\_\_

**REMARKS:**

\_\_\_\_\_  
Firm or School Signature

\_\_\_\_\_  
Address Position

\_\_\_\_\_  
City/State/Zip Code Phone Number