

ORANGEBURG COUNTY CONSOLIDATED SCHOOL DISTRICT 3

Office of Personnel
P.O. Box 98
Holly Hill, SC 29059

Phone (803) 496-3288
FAX (803) 496-5850

Application for Teacher/Administrator

Section I – Position Desired

ELEMENTARY TEACHER (PreK-5)

Specify Level

- Pre-K
 Primary K-3
 Intermediate 4-5

SPECIAL EDUCATION

Specify Areas of Special Education

MIDDLE SCHOOL TEACHER (6-8)

Specify Subjects and Level

ADMINISTRATOR

Specify Level

- Elementary
 Middle
 High
 Central Office

SECONDARY TEACHER (9-12)

Specify Subjects and Level

OTHER

CERTIFICATION INFORMATION

Out-of-State List state(s) _____ Expiration date(s) _____

S.C. certified? Class _____ Expiration date(s) _____

Type of certificate: Professional Temporary Other _____

Areas of certification _____

*It is your responsibility to accurately advise the District of your proper certification.

OFFICIAL USE ONLY

Date Application Received: _____

- | | | |
|--|---|--|
| <input type="checkbox"/> Initial Interview | <input type="checkbox"/> Placement File | <input type="checkbox"/> Criminal Records Check |
| <input type="checkbox"/> References (3) | <input type="checkbox"/> Tuberculin Skin Test | <input type="checkbox"/> Social Security Card |
| <input type="checkbox"/> Certification | <input type="checkbox"/> Driver's License | <input type="checkbox"/> Sick Leave Verification |
| <input type="checkbox"/> All Transcripts | <input type="checkbox"/> Release Statement | <input type="checkbox"/> Application Process Completed |

General Information

Name: _____
Last _____ First _____ Middle _____ Social Security No: _____

Present Address: _____
Street _____ City _____ State _____ Zip _____ Telephone: _____

Permanent Address: _____
Street _____ City _____ State _____ Zip _____ Home: _____
Work: _____

Date: _____ Date of Birth: _____

Section V – Other Information

1. Every teacher is expected to participate in extracurricular activities of the school. What activities would you be willing to coach and/or sponsor?

2. Have you ever resigned a teaching position during the school year? _____
If yes, give reason. _____ If yes, give the date of your resignation. _____
3. Have you ever been terminated or failed to be rehired? _____ If yes, give the reason that was provided to you by the District which terminated or failed to rehire you. _____

4. Have you signed a contract with another school district for the coming school year? _____
5. Have you ever been convicted of or pled guilty to a crime? _____ If yes, please give details. _____

Section VI

In your own words, describe the contribution you feel you can make to this school district. (Use additional paper if needed).

Section VII - References

Will a placement file be a part of this application? ____ Yes ____ No If so, please forward to this office. Indicate if submitted under a different name: _____

Persons listed as references should be able to answer questions concerning the applicant's qualifications for the position sought. The most recent supervising principals and/or central office administrators who have direct knowledge of the applicant's work must be included. Beginning teachers must include cooperating teacher, college supervisor, and/or major professors. Relatives should not be included.

Please list references (even those in a placement file). Complete addresses are required, including zip codes. Please print or type.

1.					
	Name	Title	Telephone:	School	Home
	Street	City	State	Zip	
2.					
	Name	Title	Telephone:	School	Home
	Street	City	State	Zip	
3.					
	Name	Title	Telephone:	School	Home
	Street	City	State	Zip	

Section VIII - Signature Statement

ORANGEBURG CONSOLIDATED SCHOOL DISTRICT THREE CRIMINAL RECORDS CHECK CONSENT FORM

Orangeburg County Consolidated School District Three will obtain a criminal records report as part of the District's pre-employment background investigation of your application. This report must be received before you may be further considered for employment with the District. The District will maintain the report in confidence. By your signature below, you authorize the District to obtain this report. Orangeburg County Consolidated School District Three may consider any conviction which appears on that report as justification to not extend an offer of employment when the District determines that the nature of the offense which led to the conviction renders you an unsuitable applicant for the position for which you have applied. The District generally will not consider any convictions which have been annulled or expunged in determining whether to extend an offer of employment.

By completing an application for employment with Orangeburg County Consolidated School District Three, if I am offered a position and accept that position, I agree to abide by all policies as set forth by the Orangeburg County Consolidated School District Three Board of Education. By my signature, I authorize representatives of Orangeburg County Consolidated School District Three to fully investigate all of the information as set forth in this application, and I understand that District representatives may contact my references, my previous employers, my schools attended, court officials, and law enforcement authorities. I also understand that if I have provided any inaccurate information, or omitted any information, from this application, that may be the basis for the District not to make an offer to me, or, if I am already employed when the misstatement or omission is discovered, to immediately terminate my employment.

APPLICANT'S SIGNATURE _____ SS # _____ DATE _____

The Orangeburg County Consolidated School District Three Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of race, color, sex, religion, creed, national origin, age, or disability.