

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 current "Statement of Eligibility" ANNUALLY beginning July 1, 2011. A letter stating areas of qualification will NO longer be accepted.**

GEOGRAPHICAL AREA OR SCHOOL DESIRED: _____

 Last Name First Name Middle Name

 Street, PO Box City State Zip Code

 Home Phone Number Work Phone Number 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.? Yes No

Computer Skills: (Explain) _____

Other Skills relating to this position: _____

Trade Skills: () Air Conditioning, () Carpentry, () Electrician, () Heating, () Locksmith, () Masonry, () Welding, () Pest Control, () Yard Maintenance, () Painting, () Plumbing, () Roofing

- 1. Have you ever been convicted of a misdemeanor or felony other than minor traffic violations? Yes No
- 2. Have you ever been employed by Greenville County Schools? Yes No
- 3. Have you ever been dismissed or asked to resign from employment with Greenville County Schools or any employer? Yes No
- 4. Have you ever driven a school bus? Yes No
- 5. Do you have a valid SC Commercial Driver's License (CDL)? Yes No
- 6. If the position you desire could be combined with bus driving, would you be willing to drive a bus? Yes No
- 7. Do you have relatives that are currently employed by Greenville County Schools? Yes No

* If answer is yes to 1, 2, 3, or 7 please number below and give details:

EDUCATIONAL RECORD

School	Name of School	School Location	From Yr/Mo	To Yr/Mo	Highest Grade Completed	Degree (Yes/No) / 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	Mailing Address (Required)	Telephone (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.

Applicant Signature

“CERTIFIED” SUBSTITUTE TEACHER

SC Teacher’s Certificate Number _____ Date of Expiration _____

A copy of your certificate MUST be attached to this application.

At any time has your contract not been renewed? NO Yes If yes, please explain.

Have you ever been refused an annual or continuing contract? ? NO Yes If yes, please explain.

Out-Of-State CERTIFIED Teacher Information

Out-of State Certificate Number _____ Date of Expiration _____

A copy of your certificate MUST be attached to this application.

At any time has your contract not been renewed? NO Yes If yes, please explain.

Have you ever been refused an annual or continuing contract? NO Yes If yes, please explain.

Have you applied for SC Certificate? NO Yes (REQUIRED)

Recent College Graduate

Date of Graduation _____ **Name of College** _____

Degree _____ **Have you applied for SC Certificate?** NO Yes (REQUIRED)

Do you have a completed application on the CERRA website? NO Yes

PACE CANDIDATE

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