MEMORANDUM

TO: All Applicants

FROM: Mr. Tony Reddick, Superintendent

RE: Application Procedures

The Gadsden City School System has a specific procedure that should be followed by all applicants. Each applicant is personally responsible to see that all of the information listed below is on file and up-to-date. The following steps should be completed prior to requesting an official interview:

- 1. Gadsden City School application submitted.
- 2. <u>Letters of recommendation</u> mailed, a minimum of three are required and *we do not use forms*.
- 3. An <u>official transcript</u> mailed from the college or university. May be submitted electronically to Dr. David Asbury **E-Mail:** (dasbury@gadsdencityschools.org)
- 4. A copy of your <u>Alabama Teacher Certificate</u> submitted or a statement from the College/University that credentials have been filed with the State Department of Education.

Please return any mailed correspondence to:

Mr. Tony Reddick, Superintendent Gadsden City Board of Education P. O. Box 184 Gadsden, AL 35902

The application remains in the active file for one year. If you would like to maintain active status after one year, contact Jean Gramling in the personnel office at (256) 549-2904.

Once your application is complete, it is the responsibility of the applicant to monitor job postings and request interviews for positions they are interested in. Current postings may be viewed at the Central Office, or on the district website.



Gadsden, Alabama, 35902

Middle	(Maiden)
y State	Zip Code
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y State	Zip Code
(Parent / Spouse /	
ninistrator	
Salary:	
	y State y State y State (Parent / Spouse /

EDUCATIONAL PREPARATION

School	Name	Location	Major	Minor	Date Attend	Date of Graduation	Degree Held
High School			XXX	XXX			XXX
College or University							

STUDENT TE	<u>ACHING</u>					
College:		Co	llege Supervis	or:		
Completion	Date:					
Cooperating	Teacher:				ject Area:	
EXPERIENCE						
-		School Teach				
		hing Positions		-		
Dates FromTo	Name of School	School System and Location	Position Grade/Subject	Immediate Supervisor	Supervisor Position	Supervisor Phone
				•		
List all Priva	te School or o	ther Teaching	Experience:			
Dates	Name of	School System	Position	Immediate	Supervisor	Supervisor
FromTo	School	and Location	Grade/Subject	Supervisor	Position	Phone
						1

Last Revised: 2021

CERTIFICATION

		ALABAMA CERTIFICATION	ONS	
Class	Grade Level	Subject Area(s)	Issued	Expires
B (Bachelors)				
A (Masters)				
AA				
Doctorate				
Other				

Applicant Sign		ons to the Superintendent's	Date Office Board of Education 10	
be denied the bei	nefits of, or I	be subjected to discrimination	, color, creed, religion, sex, age on in regard to employment, re is under the jurisdiction of the	etention, promotion, transfer,
_	ality of the p	personnel employed in the d	am in the Gadsden City School listrict. Therefore, every effort	
		EQUAL OPPORTU	INITY EMPLOYMENT	
		POLICY S	TATEMENTS	
Have you ever h	ad a felony	conviction? YES NO	If yes, what year	-
Name	2	Address	Position	Telephone
			o, character, and personality	1
	ces, includi	ng superintendents and p	rincipals under whom you h	ave taught, who have first-
REFERENCES				
If certificate h	as not be	en issued, have you pa	assed all required certifi	cation tests? YES NO
			applied for? YES NO	
n yes, explain	•			
If yes, explain	•		he beginning of the nex	t school year? YES INO
A	-l :-		h	taskaslusas VEC NO
Other				
Doctorate				
A (iviasters)				
B (Bachelors) A (Masters)				

VOLUNTARY INFORMATION SECTION

Applicants are considered for all positions and employees are treated without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities, including the use of E-Verify to confirm U.S. employment eligibility.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out this Applicant Data Record. We appreciate your cooperation.

PLEASE PRINT	
Date:	_
Position(s) applied for:	
Name:	Telephone No.:
Address:	
Affirmative Action Survey	
Government agencies require periodic reports of data is for analysis and affirmative action only.	on the sex, ethnicity, handicap and veteran status of applicants. This Submission of information is voluntary.
Check one: Male Female	Date of Birth:
Check one of the following: White	Black Hispanic American Indian/Alaskan Native
Asian/Pacific Islander	Other Please Specify:
Check if any of the following are applica	able: Vietnam Era Veteran Disabled Veteran Handicapped Individual





Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities, including the after hire use of E-Verify to confirm U. S. employment eligibility.

All school system employees are subject to a criminal background check. By filing this application for employment, I give consent to the representatives of the Gadsden City Schools to contact references, previous employers, schools attended, court officials, and law enforcement authorities.

I understand that any misstatement or omission of any information requested shall be a reason for nonrenewal of contract or dismissal from employment.

The application, transcript, references and any other application information are the property of the Gadsden City Schools and will not be returned to the applicant. This application remains in the active file for one year. If you would like to maintain active status after one year, contact Jean Gramling in the personnel office at (256) 549-2904.

Applicant Signature	Date

It is the policy of the Gadsden City Schools that no person shall be denied the benefits of any education program or activity on the basis of race, color, handicap, creed, national origin, age or sex.

Discrimination Contacts:

Dr. Donna Smoots, Section 504 Compliance Officer, P. O. Box 184, Gadsden, AL, 35902 or call (256) 543-3512

Mr. Keith Blackwell, Title VI and IX Compliance Officer, P. O. Box 184, Gadsden, AL 35902 or call (256) 543-3512