

## ***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. Letters of recommendation, a minimum of three are required. We do not use forms. These may be e-mailed directly to Dr. David Asbury ([dasbury@gadscityschools.org](mailto:dasbury@gadscityschools.org)) from the sender or delivered via postal service to the address below.
3. An official transcript of your highest degree earned e-mailed directly from the college or university to Dr. David Asbury.  
**E-Mail: ([dasbury@gadscityschools.org](mailto:dasbury@gadscityschools.org))**
4. A copy of your Alabama Teacher Certificate submitted or a statement from the College/University that certification applications have been filed with the Alabama State Department of Education.

Please return any mailed correspondence to:

***Dr. David Asbury, Director of Human Resources  
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 Gena Richey in the personnel office at (256) 549-2920.

**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.**



**EDUCATIONAL PREPARATION**

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

List any professional membership(s) which you consider relevant to your ability to effectively perform the position for which you are applying: \_\_\_\_\_

**STUDENT TEACHING**

College: \_\_\_\_\_ College Supervisor: \_\_\_\_\_  
 Completion Date: \_\_\_\_\_ School: \_\_\_\_\_  
 Cooperating Teacher: \_\_\_\_\_ Grade Level/Subject Area: \_\_\_\_\_

**EXPERIENCE**

Number of years of Public School Teaching Experience: \_\_\_\_\_

List all Public School Teaching Positions Chronologically:

Dates From...To	Name of School	School System and Location	Position Grade/Subject	Immediate Supervisor	Supervisor Position	Supervisor Phone

List all Private School or other Teaching Experience:

Dates From...To	Name of School	School System and Location	Position Grade/Subject	Immediate Supervisor	Supervisor Position	Supervisor Phone

Give any additional information as to special qualification and/or experience in any area of school or community work: \_\_\_\_\_

**CERTIFICATION**

<b>ALABAMA CERTIFICATIONS</b>				
<b>Class</b>	<b>Grade Level</b>	<b>Subject Area(s)</b>	<b>Issued</b>	<b>Expires</b>
<b>B (Bachelors)</b>				
<b>A (Masters)</b>				
<b>AA</b>				
<b>Doctorate</b>				
<b>Other</b>				

Any expected change in certification before the beginning of the next school year? **YES NO**  
If yes, explain: \_\_\_\_\_

If certificate has not been issued, has it been applied for? **YES NO**

If certificate has not been issued, have you passed all required certification tests? **YES NO**

**REFERENCES**

List five references, including superintendents and principals under whom you have taught, who have first-hand knowledge of your teaching ability, scholarship, character, and personality.

<b>Name</b>	<b>Address</b>	<b>Position</b>	<b>Telephone</b>

Have you ever had a felony conviction? **YES NO** If yes, what year \_\_\_\_\_

**POLICY STATEMENTS  
EQUAL OPPORTUNITY EMPLOYMENT**

The Board recognizes that an effective educational program in the Gadsden City School System depends, to a large extent, on the quality of the personnel employed in the district. Therefore, every effort will be made to employ the most qualified personnel available.

No person in the school district shall, on the basis of race, color, creed, religion, sex, age, disability, or national origin be denied the benefits of, or be subjected to discrimination in regard to employment, retention, promotion, transfer, or dismissal in any educational program or activity which is under the jurisdiction of the Board. (GAAA)

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

Submit completed applications to the Superintendent's Office, Board of Education, 1026 Chestnut Street, Room 201

**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 on the sex, ethnicity, handicap and veteran status of applicants. This data is for analysis and affirmative action only. 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 applicable:  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.

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Applicant Signature

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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**