

Spartanburg School District Two  
4606 Parris Bridge Road  
Boiling Springs, SC 29316  
(864) 578-0128 • Fax: (864) 578-8924  
<http://www.spartanburg2.k12.sc.us>



## APPLICATION FOR PROFESSIONAL PERSONNEL

Name \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

Present Address \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip)

Permanent Address \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip)

Telephone \_\_\_\_\_ Alternate Telephone \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date Available for Employment \_\_\_\_\_

### FOR POSITION AS

TEACHER

ADMINISTRATOR

ELEMENTARY  
Grade(s) \_\_\_\_\_

SUPERVISOR  
Area(s) \_\_\_\_\_

JUNIOR HIGH SCHOOL  
Subject(s) \_\_\_\_\_

PRINCIPAL  
Level(s) \_\_\_\_\_

HIGH SCHOOL  
Subject(s) \_\_\_\_\_

OTHER  
\_\_\_\_\_

By filing this application for employment, I authorize a full investigation with regard to all answers given in this application. I also understand that misrepresentation or omission of any requested information shall be a reason for non-employment or immediate dismissal, if employed. Employment is also conditional upon receipt of a satisfactory SLED (South Carolina Law Enforcement Division) criminal record report.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

## Educational and Professional Training

Dates		Name and Location of School (Beginning with High School)	Year Graduated	Degree Received	Major	Subject Areas with 12 Hours or More
From	To					

A COPY OF UNDERGRADUATE AND GRADUATE TRANSCRIPTS IS REQUIRED (Photocopy is acceptable)

## Student Teaching Information

Dates		Grade or Subject	Name and Location of School
From	To		

Names of Supervising Teachers \_\_\_\_\_

## Employment Record

Teaching Experience

Dates		Grade or Subject	School and Location	Reason for Leaving
From	To			

Total Teaching Experience \_\_\_\_\_ yrs.

Total S.C. Experience \_\_\_\_\_ yrs.

## Non-Teaching Experience

Dates		Position	Name/Location of Employer	Reason for Leaving
From	To			

**Professional Information**

1. Do you presently hold a S.C. teaching certificate? \_\_\_\_\_  
Certificate Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Areas of S.C. certification(also include number for certification area - i.e. Elementary, 01):  
(1) \_\_\_\_\_ (3) \_\_\_\_\_  
(2) \_\_\_\_\_ (4) \_\_\_\_\_  
(attach a copy of your out-of-state teaching certificate)
2. Are you certified in another state? \_\_\_\_\_  
If so, list state(s) \_\_\_\_\_  
Areas of certification:  
(1) \_\_\_\_\_ (3) \_\_\_\_\_  
(2) \_\_\_\_\_ (4) \_\_\_\_\_  
(attach a copy of your out-of-state teaching certificate)
3. NTE Information (Praxis)  
Date Taken (or planned to be taken) \_\_\_\_\_  
Areas of certification:  
Exam \_\_\_\_\_ Score \_\_\_\_\_  
Exam \_\_\_\_\_ Score \_\_\_\_\_  
Exam \_\_\_\_\_ Score \_\_\_\_\_  
Exam \_\_\_\_\_ Score \_\_\_\_\_
4. Are you eligible to live and work in the U.S.? \_\_\_\_\_
5. If you are presently employed in the State of South Carolina, please select your current contract status:
6. Have you ever been dismissed or had your contract not renewed by a school district? \_\_\_\_\_  
If yes, explain. \_\_\_\_\_
7. Have you ever been convicted of a crime? \_\_\_\_\_  
If yes, explain. \_\_\_\_\_
8. Why do you want to leave your present position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. List all community and professional organizations in which you hold membership: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. What honors/recommendations have you received? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. What student activities are you willing to sponsor? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. If you wish to be considered for a coaching assignment, list sports in order of preference.  
Attach a résumé indicating any previous positions and experience in these sports.  
\_\_\_\_\_  
\_\_\_\_\_

## REFERENCES

Please list the names, titles, addresses and telephone numbers of at least four (4) persons other than relatives who can give you a valid professional and/or character reference. **Include all principals for whom you have taught.** Three letters of reference must be received to complete your applicant file.

Name and Position	Street	City	State	Zip Code	Telephone

Applications are kept in the active file for two years only. Written requests (updated résumé) to update your file will be accepted to maintain the file on active status for the second year.

Please submit or print application and  
send letters of reference to:

Director of Personnel  
Spartanburg School District Two  
4606 Parris Bridge Road  
Boiling Springs, SC 29316

Spartanburg School District Two does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap or veteran status in the provision of educational opportunities and benefits in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the employment provisions (Title I) of the Americans with Disabilities Act of 1990, Age Discrimination and Employment Act, and all other applicable civil rights laws.

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<b>FOR OFFICE USE ONLY</b>	
Date Application Received _____	Letter Sent _____
Date of Interview _____	Name of Interviewer _____