



**LINCOLN COUNTY BOARD OF EDUCATION  
CERTIFICATED EMPLOYMENT APPLICATION**



423 Metasville Road, Lincolnton, GA 30817  
706-359-3742 FAX: 706-359-7938  
Email to: [applications@lcboe.us](mailto:applications@lcboe.us)

**Personal Information**

Last Name	First	Middle	
Current Address	City	State	Zip Code
Home Telephone Number	Cell Telephone Number		
Email Address			

**Position Information**

Mark appropriate circles:	New Application	Previous Application on File	Full-Time	Part-Time	Substitute		
Position(s) desired:	Teacher	Guidance	Media Center	Administration	Psychologist	Social Worker	Other (explain)
In order of preference, please indicate the top 3 grade level(s) or position(s) for which you wish to apply:							
Elementary School (Pre-K-5th grade)	Pre-K	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade	
Middle School (Grades 6-8)	Sixth	Seventh	Eighth				
High School (Grades 9-12)	Ninth	Tenth	Eleventh	Twelfth			
Content area preferred :	Language Arts	Math	Science	Social Studies	Special Education	Other:	
Are you currently under contract:	If so, where?						
If under contract, can you be released if you are offered another position?					Date available for employment:		
Have you ever acquired tenure in any Georgia public school system?	Yes	No	If yes, cite district and date:				
Have you ever been refused tenure or a continuing contract?	Yes	No	If "Yes", please explain below (attach separate sheet if necessary)				
Have you ever been discharged or dismissed from a job or given an opportunity to resign in lieu of responding to charges for suspension or dismissal?							
If yes, list name of employer and date of discharge							
Description of reason for discharge (attach separate sheet if necessary)							

**Certification (Attach copies of certification and assessment scores)**

Do you presently hold a valid clearance certificate verifying that you have successfully completed fingerprint and criminal record check requirements?			Yes	No
If yes, from what state?	Field(s):	Validity period:		
If you have a Georgia certificate indicate:	Type(s):	Field(s):	Validity period:	
Have you taken and passed an appropriate content knowledge assessment for teacher certification?			Yes	No
			If yes, please attach a copy of the results.	
If you don't have a certificate, have you applied for one?	Yes	No	Date applied:	
Are you presently participating in an improvement plan?	Yes	No	If so, explain below:	

*The Lincoln County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of race, color, national origin, sex, religion, age or disability.*

*Coordinator of Title VI: Assistant Superintendent, 423 Metasville Road, Lincolnton, GA 30817 (706)359-3742*

*Coordinator of Title IX, Age Discrimination in Employment Act, Section 504, & ADA: Director of Special Services, 423 Metasville Road, Lincolnton, GA 30817 (706)359-3712*



## Teaching Experience (continued)

From: Month	Year	Name of School	Employing system
System Address		Number of years	
Position held	Full-time or Part-time?	Name of Principal/Supervisor	
Principal/Supervisor Contact Information			
Reason for leaving			

*Please provide a copy of your most recent evaluation, including your annual summary evaluation, any classroom observations, memos of improvement or reprimand, and other evaluation documents.*

### Other Employment

**List all full-time, non-teaching employment and any special training which will contribute to your success as a teacher. (Do not list summer jobs unless they are relevant to your application). Include any military service in this section.**

Position/Firm/Agency Address	Dates from:	Dates to:
Position/Firm/Agency Address	Dates from:	Dates to:

### Extracurricular Activities

Do you have any experience or special qualifications for any extracurricular activities?

List any extracurricular activities you are willing to coach or sponsor:

### References

It is the applicant's responsibility to provide the following information in order to be considered for employment. Please list at least 3 references below to whom the district may send reference forms for completion. These should be persons qualified to give information to show your fitness for the position you seek. Be sure to include your former principals and supervisors, if you are an experienced teacher. For beginning teachers, include college supervisors, student teacher supervisor and/or major professors. Do not include neighbors, friends, or relatives.

Name	Position	Address	Phone/E-mail

Write a short statement summarizing why you chose the teaching profession and why you are interested in teaching in the Lincoln County School District.

## VERIFICATION OF INFORMATION AND SIGNATURE

Notice: The furnishing of false or misleading information or the intentional withholding of material facts, including facts concerning one's criminal record, will constitute grounds for immediate termination. This applies to this application and any discussion or interview with this system.

Have you ever been arrested for, pled guilty or no contest to, been convicted of, and/or are currently under investigation for any criminal offense other than a minor traffic offense? Yes No

If so, please give detailed information on a separate sheet attached to this application as to each offense, including the specific offense for which you were charged, the disposition of the offense, and the date, court and state where you were charged so that the school system will have relevant information if the offense is revealed through the criminal record background check described below.

I understand and agree to a criminal record check as provided by Georgia law, the rules of the Professional Standards Commission and the Lincoln County Board of Education. I agree to be fingerprinted by the appropriate law enforcement officials, and I further agree to sign the forms which the law enforcement agency may require me to sign consenting to a criminal record check through the National Crime Information Center and the Georgia Crime Information Center.

**NOTE: ARRESTS THAT DID NOT RESULT IN GUILTY PLEAS OR CONVICTIONS MAY APPEAR ON THE CRIMINAL BACKGROUND CHECK.**

I consent for any former employer to furnish information from my personnel file or evaluations relative to my performance as an employee.

By filing application for employment with this school district, if employed, I agree to abide by all policies as set forth by the Lincoln County Board of Education. I authorize full investigation of the information given in this application and consent for school district representatives to contact my references, previous employers, schools attended, court officials, and law enforcement authorities.

I also understand that any misstatement or omission of any information requested shall be a reason for non-employment or dismissal from employment.

Employment applications of public employees are subject to the provisions of Georgia's Open Records Law.

The application, transcript, references, and other data are the property of the Board of Education and will not be returned to the applicant.

**I HEREBY AFFIRM THAT ALL INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND ACCURATE. I ALSO UNDERSTAND THAT AN EMPLOYMENT CONTRACT BASED UPON INFORMATION CONTAINED IN THIS APPLICATION WHICH LATER PROVES TO BE FALSE OR INCOMPLETE SHALL RESULT IN THE CONTRACT BEING NULL AND VOID.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*(Note: If application is submitted electronically, the typed signature will suffice as proof of verification for all information contained herein.)*

## SUBMITTAL INSTRUCTIONS

1. Complete all information contained in the application.
2. Attach copies of the following items:
  - A. All Teacher Certificate(s) including Georgia and/or other states or proof of application for certificate.
  - B. All teacher assessment scores such as GACE, Praxis, etc.
  - C. Official college transcripts from colleges attended.
  - D. Please provide a copy of your most recent evaluation, including your annual summary evaluation, any classroom observations, memos of improvement or reprimand, and other evaluation documents.
  - E. If military service is to be used for the establishment of "teacher experience", please attach a copy of your DD214.
  - F. Updated resume
3. Applications will be considered only when your file is complete and vacancies occur. It is the responsibility of the applicant to stay abreast of position openings and to contact the appropriate staff to express an interest in a particular position.
4. Please address all questions and communications regarding the application process to:

Lincoln County Board of Education  
423 Metasville Road, Lincolnton, GA 30817  
Telephone: (706) 359-3742 FAX: (706) 359-7938

e-mail application to [applications@lcboe.us](mailto:applications@lcboe.us)

Form updated  
12/15/2012