Jefferson City Schools
Non-Certified Application Process

1. Print the application and reference forms
   -- If you hold an active Georgia Teaching Certificate, continue to step 2;
   -- If not, you must attend a substitute teacher training and receive a certificate
     (then continue to step 2).**

2. Have a background check completed
   -- Bring a $48.25 money order (made payable to Jefferson City Schools) to the
     Board of Education (345 Storey Lane, Jefferson GA 30549);
   -- You will receive an ORI number that you will take to the Jackson County
     Courthouse in order to have the fingerprinting completed.**

3. Provide completed paperwork to the Board of Education office
   -- Complete application, general information packet, reference forms, proof
     of education (diploma or GED), valid teacher certificate or substitute
     training certificate**

**When all of the above is complete, your name will be submitted to the Board for approval. The
Board meets the 2nd Thursday of each month (requirements must be met no later than the Tuesday
prior to the Board meeting in order for your name to be submitted for approval.**

CHECKLIST

_____ Completed Application
_____ Reference Forms (2)
_____ Proof of Education
_____ Valid Teaching Certificate / Sub-Training Certificate
_____ Background Check
_____ General Information Packet
_____ Copy of Driver's License
_____ Copy of Social Security Card or Valid Passport
APPLICATION FOR NON-CERTIFIED POSITION

Date ________________________________

Last Name __________________________  First Name __________________________  Middle Name __________________________

Street Address __________________________

City __________________________  State __________________________  Zip Code __________________________  Phone Number __________________________

Social Security Number __________________________

POSITION PREFERENCE __________________________

EDUCATION __________________________

EMPLOYMENT HISTORY __________________________
REFERENCES

(Include names, addresses, and telephone numbers)

PERSONAL INFORMATION

Why do you wish to change your present position?

Have you ever been convicted of a felony or misdemeanor other than traffic offense? ____
If yes, please explain

Signature

Date

The Jefferson City School System is an Equal Opportunity Employer. It is the policy of this System not to discriminate on the basis of race, color, sex*, physical handicap**, national origin, or age in its employment.
*Title IX-1972 Education Amendments
**1973 Rehabilitation Act
JEFFERSON CITY SCHOOL SYSTEM
EMPLOYEE GENERAL INFORMATION SHEET

NAME

DATE OF BIRTH

SOCIAL SECURITY #

ADDRESS

Personal EMail

HOME PHONE #

CELL PHONE #

MARITAL STATUS Single Married

CERTIFICATE ______________________ YRS EXP ________

POSITION

LOCATION JES JA JMS JHS BOE

START DATE _______________ HOURS PER DAY __________

Office Use Only

CPI __________
Account Code(s) ____________________

____________________________________

____________________________________

____________________________________
Jefferson City Schools
Jefferson, Georgia 30549
Non-Certified Confidential Reference Form

Dear ________________________________

(Please type or print the reference name.)

_________________________ has applied for a job as a substitute teacher and has given your name as a reference. Thank you for your assistance in completing this form. Your reply will be used in a confidential manner.

Please use the following scale in rating the applicant:
(1) superior; (2) above average; (3) average; (4) below average; (5) not observed.

I. PERSONAL
   Exhibits poise and self control
   Communicates effectively (language usage, clarity, etc.)
   Handles situations tactfully (common sense)
   Relates well to-school age-children
   Ability to take constructive criticism

II. JOB EFFECTIVENESS
   Ability to follow written directions (lesson plans)
   Ability to keep records
   Efficient use of time
   Ability to follow a schedule
   Ability to maintain class order
   Ability to use textbooks and other printed material

III. OVERALL EVALUATION

In what relationship have you had the opportunity to judge the applicant?

Would you employ/re-employ this applicant? __________ Please use the reverse side of this form for further comments.

_________________________ Signature (reference) ___________________________ Date

_________________________ Present Position ___________________________ Organization

_________________________ Address ___________________________ Telephone

_________________________ City ___________________________ State Zip Code
Dear __________________________
(Please type or print the reference name.)

____________________ has applied for a job as a substitute teacher and has given your name as a reference. Thank you for your assistance in completing this form. Your reply will be used in a confidential manner.

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(1) superior; (2) above average; (3) average; (4) below average; (5) not observed.

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III. OVERALL EVALUATION

In what relationship have you had the opportunity to judge the applicant?

Would you employ/re-employ this applicant?_______

Please use the reverse side of this form for further comments.

____________________
Signature (reference)  ______________________
Date

____________________
Present Position  ______________________
Organization

____________________
Address  ______________________
Telephone

____________________
City  ______________________
State Zip Code