

DORCHESTER COUNTY PUBLIC SCHOOLS

Department of Human Resources
 P.O. Box 619 700 Glasgow Street
 Cambridge, MD 21613
 410-228-4747 Fax: 410-221-5269
 www.dcps.k12.md.us



EVERY CHILD A SUCCESS!

PERSONAL DATA (Please type or print)

Mr. / Ms./ Dr. (Circle One)

_____ (Last) _____ (First) _____ (MI) _____ Social Security Number

_____ Permanent Address (Number & Street) _____ Telephone (Area Code)

_____ (City) _____ (State) _____ (Zip Code) _____ (County)

_____ Current Address (Number & Street) (Until) _____ Telephone (Area Code)

_____ (City) _____ (State) _____ (Zip Code) _____ (County)

_____ Branch of Military _____ Dates: _____ From: _____ To: _____

EDUCATIONAL BACKGROUND (Fill out all sections that apply)

Schools Attended	Location - City and State	Attendance From Mo/Yr To Mo/Yr	No. of Semester Hours Completed	Major Area Or Areas	Graduation Mo/Yr	Degree Diploma Certificate
High School						
College						
College						
Other						

STUDENT TEACHING (Applies to Teachers Only)

School	Address	Dates	Grade	Subject(s)

Have you taken all the required Maryland PRAXIS exams? Yes _____ No _____ If no, please list any still needed

_____ Scores available from _____

Grades (Elementary) or Subjects (Secondary) Interested in Teaching

REFERENCES

Name	Address	Phone	Business

RESUME: Please submit a formal resume with this application. The resume should be "scanner-ready" and include your name, address, social security number, email address if applicable, and a telephone number where you can be contacted *including* area code. Your resume should also include all teaching and work experiences, beginning with your most recent, all degrees earned and their conferral dates, and professional references with titles and phone numbers. **OFFICIAL TRANSCRIPTS** and appropriate **PRAXIS** test scores should be forwarded as soon as possible.

PRESENT POSITION

ARE YOU PRESENTLY UNDER CONTRACT WITH A SCHOOL SYSTEM?

Yes _____ No _____

Which school system? _____

Have you ever been dismissed or asked to resign?

Yes _____ No _____

If your answer to the above question is "Yes," please provide details on a separate sheet of paper, and return with this application.

LICENSES: If you possess a license, certificate, or other authorization to practice a trade or profession, complete the following sections.

FOR TEACHER CERTIFICATES, LIST TYPE OF CERTIFICATE.

TYPE OF LICENSE	LICENSE NUMBER	EXPIRATION DATE	GRANTED BY (License Board)
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TYPE OF LICENSE	LICENSE NUMBER	EXPIRATION DATE	GRANTED BY (License Board)
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PROFESSIONAL / TEACHING CERTIFICATE / LICENSE REVOCATION / SUSPENSION:

- Are you now, or have you ever been, the subject of a professional/teaching certificate or license revocation or suspension proceeding?

Yes _____ No _____

- Have you had a professional / teaching certificate or license revoked, suspended, or voluntarily suspended?

Yes _____ No _____

CRIMINAL BACKGROUND INVESTIGATION: State law requires Board of Education employees to have a criminal background check prior to employment.

1. Have you ever been convicted of a crime? *

Yes _____ No _____

2. Have you ever received a probation before judgment disposition in a criminal proceeding? *

Yes _____ No _____

3. Have you ever received a not criminally responsible disposition in a criminal proceeding? *

Yes _____ No _____

4. Are you a Defendant facing criminal charges in any Court? *

Yes _____ No _____

5. Have you ever been charged with or convicted of child abuse or crimes against a child?

Yes _____ No _____

* If convictions, probation before judgment dispositions, or not criminally responsible dispositions have been expunged from the applicant's criminal record, the aforementioned do not have to be reported.

CONDITIONS OF EMPLOYMENT: Enrollment in the State Retirement / Pension System is required for permanent appointments. Federal law requires all employees to present proof of eligibility for employment by completing the Form I - 9.

Have you filed an application with the Dorchester County Board of Education before?

Yes _____ No _____ If yes, give date _____.

Have you ever been employed by the Dorchester County Board of Education?

Yes _____ No _____ If yes, give date _____.

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? Yes _____ No _____ (Proof of citizenship or immigration status will be required upon employment.)

Do you have a Maryland driver's license?

Yes _____ No _____

LIST: Expiration Date _____ Class _____ License Number _____

POSITION APPLIED FOR: _____

I hereby affirm that this application and resume contain no wilful misrepresentations or fabrications and that this information given by me is true and complete to the best of my knowledge and belief. I also give the Dorchester County Board of Education permission to conduct whatever security checks may be necessary and to contact former employers for references according to the Family Educational Rights and Privacy Act. I am aware that should investigation at any time disclose any misrepresentation or falsification, my application will be disapproved. I am aware that a false statement is punishable under law by fine or imprisonment or both. I release all such persons from any liability or damages on account of having furnished such information.

SIGNATURE: _____

DATE: _____

POLYGRAPH - Under Maryland law, an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.

SIGNATURE: _____

DATE: _____

The Dorchester County Board of Education does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, color, sex, age, national origin, religion, disability, or any other basis prohibited by law.

NAME: _____ DATE: _____
 LAST FIRST MI

9. RELATED WORK EXPERIENCE:

EMPLOYER	POSITION	EMPLOYED		REASON FOR LEAVING
		FROM	TO	

9. References: Please provide three references (Three persons, not relatives, acquainted with your training and performance.) Personal references are not acceptable

	Name	Title	Address	Phone
1.				
2.				
3.				

Credentials: If your college or university provides a credential file, please request that it be sent to The Dorchester County Public School System, Department of Human Resources.

APPLICANT POPULATION RECORD

Department of Human Resources
Dorchester County Public Schools
700 Glasgow Street
Cambridge, Maryland 21613

Federal regulations require employers to maintain records of applicant gender and racial or ethnic identity. Please help by completing and then returning this Applicant Population Record (APR) with your resume. The information you supply remains confidential and will be kept separately from other applicant information used for making employment decisions.

The first three letters of your last name

Your Social Security Number

Your gender using M for Male and F for Female

Your race or ethnic group using one of these numbers

1. White/Caucasian (not of Hispanic origin)-persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. Black/African American (not of Hispanic origin)-persons having origins in any of the Black racial groups of Africa.
3. Asian or Pacific Islander-persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.
4. American Indian or Alaskan Native-persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
5. Hispanic-persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

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Please attach this form to your application.