

WALTHALL COUNTY SCHOOL DISTRICT

814 Morse Ave. | Tylertown, MS 39667
Telephone: 601-876-3401 | Fax: 601-876-6982

APPLICATION INSTRUCTIONS FOR CERTIFIED POSITION

To be considered an official applicant of Walthall County School District, please complete and/or submit the following:

1. APPLICATION FORM – completed, signed, and dated
2. EDUCATOR LICENSE – A valid Mississippi teacher certificate, indicating certified areas of endorsement (elementary and/or secondary level, subject, special license, etc.)
3. RECOMMENDATIONS – At least two references from those listed on the application.
4. HANDWRITTEN STATEMENT – attached
5. TRANSCRIPTS – of all college and/or university work received (must be official/sealed)
6. RESUME’ (optional) – attached to your application

After all of the above information is received and evaluated, applicants may be invited for personal interviews before a person or a screening committee.

You may not be contacted unless you are invited for an interview. However, your information will remain in the active file for three (3) years. You should notify the Superintendent’s office in writing in order to update your application.

If employed, you must furnish the Walthall County School District with verification of prior teaching experience, if applicable.

You will also be subject to a background check.

Your application is greatly appreciated.
Thank you for your interest in Walthall County School District.

The Walthall County School District does not discriminate on the basis of sex, race, religion, color, national origin, age, or handicap.

WALTHALL COUNTY SCHOOL DISTRICT

814 Morse Ave. | Tylertown, MS 39667
Telephone: 601-876-3401 | Fax: 601-876-6982

SCREENING PROCESS FOR SELECTION OF CERTIFIED STAFF

1. PLACE APPLICATION ON FILE

- a. Place application on file in the Superintendent's Office. Call (601) 876-3401 to request an application to be mailed, or access an application at our website at www.wcsd.k12.ms.us
- b. Applicants may submit via mail or hand-deliver the completed and signed application that includes the following:
 - i. Handwritten statement
 - ii. Complete contact information of four (4) references – recommendation forms to be sent from Central Office,
 - iii. Transcripts of all college/university work received,
 - iv. Copy of valid Mississippi teaching certificate
- c. Former employees must complete the same process of employment that is required of all other candidates; however, some documents may already be on file.

2. EVALUATION OF APPLICANT DOCUMENTS

- a. The superintendent and/or his/her designee will review each applicant's credentials in the following categories – certification, college preparation, years of experience, and letters of reference.
- b. Based upon credentials mentioned above, the top candidates will be invited for screening interviews.

3. INTERVIEW WITH STAFF OF WALTHALL COUNTY SCHOOLS

- a. The applicant will be screened by the following:
 - i. School building principal
 - ii. Professional staff in the candidate's area (if applicable) – elementary, special education, athletics, administration, etc.
 - iii. The candidate may be asked to respond in writing to a question(s) prepared by the administrative staff. The written response may be completed during the interview and placed in his/her file.
- b. The applicant will be rated according to his/her prospective duties and/or position.

4. SUPERINTENDENT'S APPROVAL

- a. The applicant(s) recommended by the administrative staff may be interviewed by the superintendent.
- b. After the superintendent's approval of the recommendation by administrative staff, the School Board will be asked to approve the appointment and, upon approval, a contract for employment will be issued.

5. REPORTING TO WORK

- a. Must furnish verification of prior teaching experience (if applicable)

WALTHALL COUNTY SCHOOL DISTRICT

814 Morse Ave. | Tylertown, MS 39667
Telephone: 601-876-3401 | Fax: 601-876-6982

Wade L. Carney
Superintendent of Education

Date Interviewed: _____
(Central Office use only)

APPLICATION FOR CERTIFIED POSITION

Date: _____

Please type or print:

Name _____
Last First Middle

Address _____
Street City State ZIP

Telephone (_____) _____ - _____ Alt. Telephone (_____) _____ - _____

Email Address _____ Social Security # _____ - _____ - _____

Please indicate the type of position(s), grade level(s), and/or subject area(s) for which you wish to apply.

_____ Instructional Grade level(s) _____

_____ Administrative Subject area(s) _____

Do you hold a valid Mississippi Educator License?

_____ Yes (Please attach your license to this application and complete the licensure section below)

_____ No (I will be licensed by _____)
Date

Mississippi Educator License # _____ Class _____ Expiration Date _____

Area(s) of Endorsement _____

EDUCATION

SCHOOLS	NAME OF INSTITUTION	CITY/STATE	DEGREE	MAJOR/ SPECIALIZATION	DATES ATTENDED (M/Y - M/Y)
High School					
College					
Graduate					
Post Graduate					

An official (sealed) transcript indicating college coursework and completion of a minimum of a Bachelor's degree from an approved college/university is requisite for employment in this district.

The Walthall County School District does not discriminate on the basis of sex, race, religion, color, national origin, age, or handicap.

EMPLOYMENT RECORD

SCHOOL, DISTRICT, CITY, STATE	PERIOD OF SERVICE (M/Y - M/Y)	POSITION, GRADE, AND/OR SUBJECT	REASON FOR LEAVING

Total years of experience _____

REFERENCES

List the names of four employment references, including principals (present and/or past), supervisors, and/or superintendents. Beginning teachers should have a reference from the directing teacher and principal of the school where she/he completed internship or student teaching experiences as well as from the college instructor/professor and/or field experiences coordinator. Please be sure the information is accurate and legible.

NAME	ADDRESS	POSITION	TELEPHONE	EMAIL ADDRESS

___ Yes ___ No Are you currently employed, or have benefits due to you, by any agency that participates in the Mississippi Employees Retirement System (PERS)? If yes, state which agency.

___ Yes ___ No Have you even been convicted or pled guilty to a misdemeanor, a felony, or any offense involving moral turpitude? If yes, give full details.

___ Yes ___ No Have you ever been dismissed, non-renewed, or asked to resign from employment by a school system? If yes, explain.

___ Yes ___ No Have you had a teaching certificate/license revoked? If yes, explain.

___ Yes ___ No Have you been previously employed by Walthall County School District? If yes, when?

Your application will be considered active for three years following the date received. It is your responsibility to request in writing that your application remain active.

I authorize Walthall County School District to make an investigation of my personal employment history and to conduct a criminal background check and current child abuse registry check. The cost of the background check may be paid by the applicant and may not exceed \$50.00. I hereby authorize my previous employers to provide all information which they may have concerning my past employment. I release the Walthall County School Board of Education and all previous employers from any potential liability resulting from the release of information.

I have read this information carefully and certify that the information given is correct and complete. I understand that the falsification of any statement on this application will constitute grounds for non-employment or dismissal. Final employment is contingent upon clearance of background check and child abuse check.

Signature of Applicant

Date

