

EXPERIENCE

NATURE OF WORK

Name of School
And Location

Dates

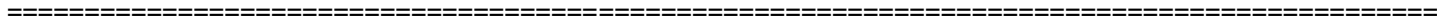
Number
of Months

Number
of teachers
in system

If elem., specify grades and subjects;
If secondary, specify subjects taught
and any extra curricular work handled

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Number of Months _____



PHILOSOPHY OF EDUCATION

Please summarize your philosophy of education in your own handwriting.

ACCEPTANCE OF OTHER POSITIONS -

If you accept a teaching position in another school System, please notify the Covington County School District.

YOUR APPLICATION IS GREATLY APPRECIATED. THANK YOU FOR YOUR INTEREST IN THE COVINGTON COUNTY SCHOOL DISTRICT.

ADDITIONAL INFORMATION REQUESTED

SPOUSE: NAME _____
PLACE OF EMPLOYMENT _____
PHONE _____

NEXT OF KIN: NAME _____
ADDRESS _____
PLACE OF EMPLOYMENT _____ PHONE _____

PLEASE READ CAREFULLY

The information contained herein is true and represents me accurately. If employed, I agree to abide by all the policies approved by the Covington County Board of Education and will cooperate fully with inservice programs for professional improvement. I agree that any omissions or false statements will constitute reason for dismissal.

About your application: This application will be transferred to the inactive file twelve (12) months from the date of the application. This application will be re-activated for an additional twelve (12) month period upon request. After remaining in the inactive file for two (2) consecutive years, this application will be destroyed. If employed, this application will become a part of your permanent file.

Return application and attachments to: Covington County School District
P.O. Box 1269
Collins, Mississippi 39428

Date

Signature

**COVINGTON COUNTY SCHOOL DISTRICT
P.O. BOX 1269
COLLINS, MISSISSIPPI 39428**

APPLICATION INSTRUCTIONS

To be considered an official applicant to the Covington County School District, the following must be completed:

1. **Application:** Must be secured from the Superintendent's Office, completed, dated, signed and returned to the Superintendent's Office.
2. **Mississippi Certification:** If you do not have a valid certificate, you must apply for one and be eligible to receive a certificate before you will be considered for employment. Application forms can be obtained by writing the State Department of Education, Office of Teacher Certification, P.O. Box 771, Jackson, MS 39205-0771, or by calling (601) 359-3483, or from the college or university you attended.
3. **Transcripts:** All college and/or university coursework must be attached to application.
4. **References:** Reference Evaluation Forms will be sent to the persons you list on your application. At least three references must be on file with your application. **We must have complete mailing addresses for references.**
5. **Requirements if you are pending certification:** Praxis I & II Score Report and an official sealed transcript.
6. **Resume' (optional):** A resume' may be attached to your application.
7. **Interviews:** When a vacancy occurs in the Covington County School District, the top applicants will be invited for personal interviews. To be considered for an interview, it is very important to have all items listed above, on file.
8. **Application Status:** Because of the large number of applications received and because of time and fiscal constraints, it is impossible to contact all applicants. Please be advised that applications will remain active for 12 months from date of application and will then be placed in an inactive file. The application can be re-activated for an additional 12 month period upon request and then destroyed at the end of 24 months from date of application.
9. **Number of Years Experience:** Verification of experience form must be completed, if applicable.
10. **Employment:** The school board **must** and **will** do all hiring upon recommendation of principals or Superintendent.

The following must be furnished upon employment before a pay warrant can be issued:

1) All of the above, 2) All forms necessary for payroll purposes.

Thank you for your time and for considering our district a desirable place of employment.

Adopted by the Covington County Board of Education February 23, 2004
Revision approved by the Covington County Board of Education August 9, 2010
Revision approved by the Covington County Board of Education June 29, 2015

A Note to Applicants

Thank you for showing an interest in the Covington County School District and for requesting an application for possible vacancies. Please complete the application and return it to the Central Office, where it will be kept in the active file for one year. If you are still interested in employment with the school district, after that time, you will need to come by and update the application.

Applications are categorized according to certification in certain areas, professional and classified. When principals have a vacancy, they come to the central office and look through the applications, but it is still a good idea to go to the schools and meet the principals when you are interested in a position. Principals, not the superintendent, recommend teachers, assistants, custodians, etc., at their school.

Listed below are the principals at each school:

Collins Elementary P.O. Box 160	Mrs. Melissa Rogers Collins, MS 39428	601-765-4383 601-765-2189 Fax
Collins Middle P.O. Box 757	Mrs. Lisa Campbell Collins, MS 39428	601-765-4908 601-765-4451 Fax
Collins High P.O. Box 1479	Mr. Brian Bagwell Collins, MS 39428	601-765-3203 601-765-4116 Fax
Hopewell Elementary 824 Hopewell Rd.	Mr. Turpin Smith Collins, MS	601-765-8568 601-765-3398 Fax
Mt. Olive High P.O. Box 309	Mrs. O'Tonya Walker Mt. Olive, MS 39119	601-797-3939 601-797-9496 Fax
Mt. Olive Elementary P.O. Box 309	Mrs. Rena Hilton Mt. Olive, MS 39119	601-797-3159 601-797-9482 Fax
Seminary High P.O. Box 34	Mr. Jonathan Chancellor Seminary, MS 39479	601-722-3220 601-722-0239 Fax
Seminary Middle P.O. Box 34	Mr. Caprice Smalley Seminary, MS 39479	601-722-4510 601-722-0232 Fax
Seminary Elementary P.O. Box 34	Ms. Angie Palmer Seminary, MS 39479	601-722-3355 601-722-0230 Fax
Covington County Vo-Tech P.O. Box 1268	Mr. Cecil Easterling Collins, MS 39428	601-765-8253 601-765-9120 Fax
Covington County Alternative P.O. Box 1269	Mr. Jefferson Hughes Collins, MS 39428	601-765-1465 601-765-8073 Fax

Covington County School District

**P. O. Box 1269
Collins, MS 39428**
601-765-8247 Phone
601-765-9468 Fax

REFERENCE FORM
INSTRUCTIONAL STAFF

_____ is applying for the position of _____
in the Covington County School District. We appreciate your personal evaluation of the applicant's ability to perform in this position. Please return this form at your earliest convenience. All information will be kept confidential.

Reference Release Authorization

To Whom it May Concern:

I, the undersigned, request that the information solicited on the applicant recommendation form be released to Covington County School District, I understand that this information will be treated as confidential by the Covington County School District and will not be available to anyone other than authorized personnel employed by the school system. No Signature means the applicant will have the right to read this reference.

Applicant's Signature _____ Date _____

Area	Especially Strong	Satisfactory	Needs Improvement	Unacceptable	Cannot Judge
Initiative/Self-reliance					
Reliability					
Punctuality					
Cooperation & Helpfulness					
Good "Common Sense" Judgement					
Works well with other employees					
Works well with parents					
Planning and Organizational Skills					
Directing Skills					
Evaluating Skills					
Grammar Usage					
Oral Communication					
Leadership Skills					
Adaptability to new ideas					
Stress Tolerance					
General Rating (Overall)					

How long have you known the applicant? _____

In what capacity have you known this applicant? _____

What are the applicant's chief strengths or limitation? _____

Have you seen the applicant teach? Yes _____ No _____

Remarks: _____

Date _____ Signature _____ Position _____ Phone _____

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

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How long have you known the applicant? _____
In what capacity have you known this applicant? _____
What are the applicant's chief strengths or limitation? _____

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