

The Howard County Public School System

10910 Route 108
 Ellicott City, Maryland 21042
 (410) 313-6693
 www.hcpss.org

EMPLOYMENT APPLICATION

1. PERSONAL DATA:

Date _____

Mr. / Ms. / Dr.

Full Name

Social Security Number

 Last First I. Other Name(s) (If used in previous employment or college records)

Current Address (To be used until _____) _____

 Number and Street City State Zip Code

Permanent Address

 Number and Street City State Zip Code

Current Phone Permanent Phone e-mail address
 () () _____

2. POSITION SEEKING (eligibility for Maryland Certificate required):

- ___ Early Childhood Education Preferred grade: ___ / ___ Elementary Education Preferred grade: ___
- ___ Secondary Education: Subject _____ Preferred level: ___ Middle ___ High
- ___ K-12 Related Arts: Subject _____ Preferred level: ___ Elementary ___ Middle ___ High
- ___ Special Education.....Preferred level: ___ Infant - Primary ___ 1 - 8 ___ 6 - adult
- ___ Other (e.g. Guidance, Speech, OT, PT, Reading teacher/specialist): _____

Would you accept less than full-time employment? Yes ___ No ___

3. 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.

Have you ever been employed by the Howard County Public School System in the past? Yes ___ No ___

If yes, list your reason for leaving _____

 Signature _____ / /
 Date

4. EDUCATIONAL BACKGROUND Please include a transcript of credits earned from each college attended.

Schools Attended	Location City and State	Attendance		No. Semester Hours Completed	Major Area or Areas	Graduation Mo. Year	Degree Diploma Certificate
		From Month Year	To Month Year				
High School							
College(s)							

A photocopy of your transcripts is acceptable for evaluation of your application. All transcripts become the property of the Howard County Public School System. Final official transcripts are required for employment and verification of placement on the salary schedule.

10. RELATED WORK EXPERIENCE:

Employer	Position	Date		Reason for Leaving
		From	To	

11. Professional References:

Please provide three professional references (college professors, student teacher coordinator, cooperating teachers, school administrators, supervisors). Personal references are not acceptable. It is required that you provide **written references** from the names you have listed in one of the following ways: copies of evaluations from previous teaching experiences, reference forms which may be requested from the Office of Human Resources, and letters of reference. References provided on our forms must be sent directly from the source. All references become the property of The Howard County Public School System. Copies will not be released to any party.

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 Howard County Public School System c/o Teacher Services, Office of Human Resources.

12. ARE YOU A CITIZEN OR PERMANENT RESIDENT OF THE UNITED STATES? Yes ___ No ___

If your answer is "no," do you have authorization to work in the United States? Yes ___ No ___

13. 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 ___

14. CRIMINAL BACKGROUND INVESTIGATION:

* 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.

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 now a Defendant facing pending criminal charges in any Court? Yes ___ No ___

15. AFFIRMATION AND AUTHORIZATION:

I hereby affirm that all information given by me in this application is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission will be sufficient cause for denial of employment or discharge.

I authorize my current and all former employers and my references to furnish The Howard County Public School System with information about my employment record, including a statement of the reason for the termination of my employment, work performance abilities, and other qualities pertinent to my qualifications for employment; hereby releasing them and The Howard County Public School System from all liability and responsibility arising from any information provided.

Date

Signature of Applicant

SEND THIS APPLICATION TO: Office of Human Resources
The Howard County Public School System
10910 Route 108
Ellicott City, Maryland 21042

The Howard County Public School System does not discriminate in hiring on the basis of race, color, religion, sex, national origin, age, disability, veteran status or status in any other group protected by federal, state or local law.