

**APPLICATION INSTRUCTIONS – CERTIFIED PERSONNEL**  
**North Pike School District**  
**1036 Jaguar Trail**  
**Summit, MS 39666**

To be considered an official applicant to the North Pike School District, the following must be completed:

1. APPLICATION FORM – Completed, dated, and signed.
2. Before a teaching certificate can be issued by the State Department of Education, all prospective teachers applying for a Mississippi certificate for the first time must take the National Teacher Examination and make a prescribed score on the commons or core battery and subject area examination; scores will vary depending upon the subject area. Scores on the NTE must be reported directly to the Office of Teacher Certification, State Department of Education, P.O. Box 771, Jackson, 39205 in order to secure a teaching certificate. 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 in the North Pike School District. Application forms can be obtained from the Central Office or by writing the State Department of Education at the above address or by calling (601) 359-3483. **A valid Mississippi teaching certificate, indicating Certified areas of endorsement at the elementary or secondary level, should accompany your application.**
3. RECOMMENDATIONS – At least two references received from those listed on the application. Recommendations Forms will be sent directly from the Central Office to the persons listed. Unless otherwise directed in writing, these Recommendations are confidential and the applicant waives the right of review.
4. HANDWRITTEN statement attached.
5. TRANSCRIPTS of all college and/or university work received.
6. RESUME' may be attached to your application.
7. INTERVIEWS – After all of the above information has been evaluated, the top applicants will be invited for personal interviews before a person or before a screening committee.
8. Because of the large number of applicants received and because of time and fiscal constraints, you may not be contacted unless you are invited for an interview. Your understanding would be appreciated. Applications will remain in the active file for three (3) years. The applicant should notify the Central Office in writing to keep the application current and updated.
9. IF EMPLOYED, you must furnish the North Pike School District with verification of prior teaching experience, if applicable. You will be subject to a background check mandated by the Mississippi Legislature 2000 session.

Your application is greatly appreciated. Thank you for your interest in the North Pike School District.

<b>North Pike School District does not discriminate on the basis of sex, race, religion, color, national origin, age or handicap.</b>
---

# SCREENING PROCESS FOR SELECTION OF TEACHERS

North Pike School District

1036 Jaguar Trail

Summit, MS 39666

## I. PLACE APPLICATION ON FILE

- A. Place application on file in the Office of the Superintendent or call (601) 276-2216 to request an application to be mailed.
- B. Mail the completed and signed application that includes the following:
  - 1. Handwritten statement,
  - 2. Complete address and telephone number of four (4) references – recommendation forms to be sent from the Central Office,
  - 3. Transcripts of all college/university work received,
  - 4. Copy of Mississippi teaching certificate.
- C. Former employees must complete the same process of employment that is required of all other candidates; however, many documents may be on file.

## II. EVALUATION OF APPLICANT DOCUMENTS BY PERSONNEL OFFICER

- A. A personnel officer will review each applicant's credentials in the following categories – certification, college preparation, NTE scores, years of experience, and letters of reference.
- B. Based upon the credentials mentioned above, the top candidates will be invited for screening interviews.

## III. INTERVIEW WITH ADMINISTRATIVE STAFF OF NORTH PIKE

- A. The applicant will be screened by the following:
  - 1. School building principal,
  - 2. Professional staff in the candidate's area (if applicable) – special education, athletics, band, etc.
  - 3. The candidate may be asked to respond in writing to a question(s) prepared by the principal. The written response will be completed during the interview and placed in his/her file.
- B. The applicant will be rated on a screening form for instructional staff.

## IV. INTERVIEW WITH SUPERINTENDENT

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

## V. REPORTING TO WORK

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



**PAST EMPLOYMENT RECORD** (Start with present position. Include student teaching if completed within the last 5 years.)

School or Firm and Complete Address	Date	Number of Years	Position, Grade, and Subject	Reason for Leaving

Secondary Applicants – What co-curricular activities can you direct successfully? \_\_\_\_\_

List professional activities and honors before and since graduation. \_\_\_\_\_

What position of leadership or responsibility have you held in school, work? \_\_\_\_\_

What professional organizations are you affiliated with? \_\_\_\_\_

What periodicals do you read? \_\_\_\_\_

Are you presently under contract with any school system?  YES  NO

If yes, what school system? \_\_\_\_\_ Until \_\_\_\_\_

When is the earliest you could begin work here? \_\_\_\_\_

Have you ever been asked to resign, been discharged, or failed to be reemployed for a teaching or administrative position?  
 YES  NO

If yes, give details \_\_\_\_\_

Have you ever been convicted of an offense other than a misdemeanor?  YES  NO

If yes, explain \_\_\_\_\_

**Note: Please attach a brief summary of your philosophy of education in your own handwriting.**

**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 Board of Trustees and will cooperate fully with the in-service programs for professional improvement. I agree that any omissions or false statements will constitute reasons for dismissal.

\_\_\_\_\_  
**Applicant's Signature**



The North Pike School District Board of Trustees strongly supports its policy of equal employment opportunity. Applicant flow data are kept to assist the Board in regular evaluation of this policy, and it asks your assistance by providing the few items of information requested below. **THIS INFORMATION WILL NOT REMAIN WITH YOUR APPLICATION. IT IS FOR STATISTICAL PURPOSES ONLY.**

1. Job applied for \_\_\_\_\_

2. Date of application \_\_\_\_\_

3. Birthdate: Month: \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

4. Sex (check): Male  Female

5. Race Ethnicity (Check One)

- American Indian/Alaskan Native
- Asian/Pacific Islander
- Caucasian
- Black (Black African Roots)
- Hispanic (Spanish Cultural roots, regardless of race)

<b>Office Use Only</b>
_____
_____
_____
Source _____
_____

6. Handicap. Check only if you have a physical or mental handicap and explain in the space provided.

\_\_\_\_\_

7. Give the city and state (and nation if not U.S.A.) which is your current permanent address.

\_\_\_\_\_

8. How did you hear about this vacancy? (Check one)

- Didn't know if there was a vacancy, but applied just in case.
- From school district's advertisement or vacancy notice.
- From a friend who lives in the district
- From a placement bureau or agency (Please give the name) \_\_\_\_\_
- Other (Please specify)

\_\_\_\_\_

**NORTH PIKE SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE,  
RELIGION, COLOR, NATIONAL ORIGIN, AGE, OR HANDICAP.**