

APPLICATION FOR INSTRUCTIONAL POSITION
Gulf County School Board
150 Middle School Road
Port St. Joe, FL 32456

I. POSITION PREFERRED _____ TEACHER _____ SUBSTITUTE

SUBJECT AND/OR GRADE LEVEL: _____

DATE AVAILABLE TO BEGIN: _____

SOCIAL SECURITY NUMBER: _____/_____/_____

II. PERSONAL RECORD:

NAME: _____
Last First Middle

PRESENT ADDRESS: _____ PHONE: _____
Street/P.O. Box/Route

City State Zip DATE OF BIRTH: ____/____/____
Yr Mo Day

HAVE YOU EVER BEEN CONVICTED OF A CRIME, FOUND GUILTY, OR ENTERED A PLEA OF NO CONTEST (NOLO CONTENDERE) EVEN IF ADJUDICATION WAS WITHHELD? FAILURE TO ANSWER THIS QUESTION ACCURATELY COULD RESULT IN TERMINATION OF EMPLOYMENT.

_____ YES _____ NO IF YES, WHAT CHARGES? _____

ARE YOU PRESENTLY EMPLOYED? _____ YES _____ NO

IF YES, MAY WE CONTACT YOUR EMPLOYER? _____ YES _____ NO

WHAT IS YOUR CURRENT OFFICIAL STATE AND COUNTY RESIDENCE? _____
County State

III. FLORIDA CERTIFICATION

DO YOU HOLD A VALID FLORIDA EDUCATOR'S CERTIFICATE? _____ YES _____ NO

IF YES, GIVE: TYPE (Prof. or Temp.): _____ NUMBER: _____ DATE ISSUED: _____

EXPIRATION DATE: _____ LIST FIELDS SHOWN ON YOUR CERTIFICATE: _____

HAS YOUR CERTIFICATE EVER EXPIRED? _____ YES _____ NO BEEN REVOKED? _____ YES _____ NO

IF SO, WHAT STATE OR DISTRICT: _____

ATTACH A COPY OF CERTIFICATE.

FOR OFFICIAL USE ONLY
DOCUMENTS ON FILE

COLLEGE TRANSCRIPTS

COPY OF CERTIFICATE

3 REQUIRED
LETTERS OF REFERENCE

ACTIVE _____ DATE _____

IV. EDUCATIONAL AND PROFESSIONAL TRAINING

NAME OF SCHOOL OR INSTITUTION AND ADDRESS	MAJOR	MINOR	COLLEGE SEM HRS	TYPE DEGREE	YEAR OF GRAD
HIGH SCHOOL					
UNDERGRADUATE / GRADUATE COLLEGE OR UNIVERSITY					
UNDERGRADUATE / GRADUATE COLLEGE OR UNIVERSITY					
UNDERGRADUATE / GRADUATE COLLEGE OR UNIVERSITY					
UNDERGRADUATE / GRADUATE COLLEGE OR UNIVERSITY					

V. EDUCATIONAL AND PERSONAL REFERENCES

FOR EDUCATIONAL REFERENCES: IF YOU ARE AN EXPERIENCED TEACHER, AT LEAST ONE REFERENCE MUST BE FROM YOUR MOST RECENT SUPERVISOR. BEGINNING TEACHERS MUST HAVE A REFERENCE FROM THE PRINCIPAL OF THE SCHOOL WHERE INTERNSHIP WAS COMPLETED AS WELL AS FROM THE COLLEGE SUPERVISOR OF STUDENT TEACHING. REMAINING REFERENCES SHOULD COME FROM EDUCATIONAL PROFESSIONALS, BUT NOT FROM PEER TEACHERS AND COLLEAGUES.

(PLEASE GIVE NAME, PHONE NUMBER, AND COMPLETE ADDRESS)

EDUCATIONAL REFERENCES	PERSONAL REFERENCES
1. _____ _____	1. _____ _____
2. _____ _____	2. _____ _____
3. _____ _____	3. _____ _____

VI. TEACHING EXPERIENCE - FULL TIME ONLY

GIVE COMPLETE INFORMATION REGARDING ALL FULL-TIME TEACHING EXPERIENCE IN AN ACCREDITED SCHOOL. AT LEAST 99 DAYS TEACHING EXPERIENCE IN ONE SCHOOL SYSTEM WILL BE CONSIDERED ONE SCHOOL YEAR. PART-TIME ASSISTANTSHIPS AND SUBSTITUTE TEACHING WILL NOT BE CONSIDERED EXPERIENCE FOR SALARY PURPOSES. ATTACH ADDITIONAL SHEETS IF NECESSARY.

COUNTY OR DISTRICT - PERSONNEL OFFICE ADDRESS	GRADE OR SUBJECT TAUGHT	DATE MO/YR
		FR
		TO
		FR
		TO
		FR
		TO
		FR
		TO
		FR
		TO

VII. VETERAN'S PREFERENCE

ARE YOU CLAIMING VETERAN'S PREFERENCE? YES NO
 APPLICANT MUST SUBMIT A COPY OF FORM DD-214.

VIII. ONLY SUBSTITUTE TEACHER APPLICANTS SHOULD COMPLETE SECTION VIII.

PLEASE LIST THE SUBJECT(S) IN WHICH YOU FEEL MOST COMPETENT: _____

PLEASE CHECK DESIRED SCHOOL(S): WEWAHITCHKA ELEMENTARY PORT ST. JOE ELEMENTARY
 WEWAHITCHKA MIDDLE SCHOOL PORT ST. JOE MIDDLE SCHOOL WEWAHITCHKA HIGH SCHOOL
 PORT ST. JOE HIGH SCHOOL

HAVE YOU WORKED FOR THE GULF COUNTY SCHOOL BOARD AS A SUSTITUTE OR A TEACHER AIDE FOR 30 DAYS OR MORE WITHIN THE LAST THREE YEARS? YES NO

IF YES, WHERE: _____ WHEN: _____ WHAT CAPACITY _____

PLEASE RETURN THIS CHARACTER REFERENCE TO:

**ATTN:Duane McFarland
Gulf County Schools
150 Middle School Road
Port St. Joe, FL 32456-1698
(850) 229-8256**

The following person has submitted an application seeking approval as a teacher/substitute in the public schools of this school district. Please complete and return to the above address.

Applicant's Name: _____

Would you please take a few minutes to respond to several questions?

1. How many years have you known the applicant? _____

2. Did you supervise the person in a work environment? YES NO

 If YES, was work performance satisfactory? YES NO

 Was work attendance satisfactory? YES NO

 If NO, what was your relationship to the applicant?

3. Can you recommend this applicant to work with boys and girls in a school environment? YES NO

4. Are there any other facts or information you think would be helpful in our selection and approval process?

I hereby certify with my signature that the responses to the above items are true and accurate.

Printed Name/Signature

P.O. Box/Route/Street Address

City State Zip

Area Code Telephone Number

Florida Department of Education

The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida

Florida Education Standards Commission

Professionalism Through Integrity

THE PRINCIPLES OF PROFESSIONAL CONDUCT OF THE EDUCATION PROFESSION IN FLORIDA

State Board of Education Rule 6B-1.006, FAC.

(1) The following disciplinary rule shall constitute the Principles of Professional Conduct of the Education Profession in Florida.

(2) Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(3) Obligation to the student requires that the individual:

(a) Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical the health and/or safety.

(b) Shall not unreasonably restrain a student from independent action in pursuit of learning.

(c) Shall not unreasonably deny a student access to diverse points of view.

(d) Shall not intentionally suppress or distort subject matter relevant to a student's academic program.

(e) Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

(f) Shall not intentionally violate or deny a student's legal rights.

(g) Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

(h) Shall not exploit a relationship with a student for personal gain or advantage.

(i) Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure serves professional purposes or is required by law.

(4) Obligation to the public requires the individual:

(a) Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

(b) Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

(c) Shall not use institutional privileges for personal gain or advantage.

(d) Shall accept no gratuity, gift, or favor that might influence professional judgement.

(e) Shall offer no gratuity, gift, or favor to obtain special advantages.

(5) Obligation to the profession of education requires that the individual:

- (a) Shall maintain honesty in all professional dealings.
- (b) Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- (c) Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- (d) Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- (e) Shall not make malicious or intentionally false statements about a colleague.
- (f) Shall not use coercive means or promise special treatment to influence professional judgement of colleagues.
- (g) Shall not misrepresent one's own professional qualifications.
- (h) Shall not submit fraudulent information on any document in connection with professional activities.
- (i) Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- (j) Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- (k) Shall provide upon the request of the certificated individual, a written statement of specific reason for recommendations that led to the denial of increments, significant changes in employment, or termination of employment.
- (l) Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct of the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- (m) Shall self-report within 48 hours to appropriate authorities (as determined by the district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgement. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
- (n) Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- (o) Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- (p) Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- (q) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

THE CODE OF ETHICS OF THE EDUCATION PROFESSION IN FLORIDA

State Board of Education Rule 6B-1.001, FAC

- (1) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- (2) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgement and integrity.
- (3) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.