



8. Certificates Held (Indicate State) \_\_\_\_\_

If former Maryland Teacher: County \_\_\_\_\_ Type of Certificate \_\_\_\_\_  
Retirement System: \_\_\_\_\_ Pension System: \_\_\_\_\_

9. Teaching Experience (Other Than Practice Teaching):

School Name	Principal's Name	School Address	Grade or Subject Taught	Dates (Mo. Yr.)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

10. Administrative Experience

Name of School	School Address	Position Held	Dates (Mo. Yr.)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. Other Work Experiences:

Employer (Name and Address): \_\_\_\_\_

Type of Position and brief description: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Employer (Name and Address): \_\_\_\_\_

Type of Position and brief description: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

12. If not currently employed by the Garrett County Board of Education, please list the names and addresses of three professional references. List college professors or professional supervisors. Do not list other teachers or non-professional friends.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Write a brief paragraph describing any special school-related activity or project for which you have been responsible that is indicative of your leadership abilities.

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14. What contributions do you feel you can make as an administrator in the Garrett County School System?

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15. List seminars, workshops, symposiums, recent courses, etc. you have attended that may be directly related to the position for which you are applying.

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16. Ability to Perform on the Job:  
Can you perform the functions of the job for which you are applying with or without reasonable accommodations?

YES \_\_\_\_\_ NO \_\_\_\_\_

Employment with the Board of Education requires regular, on time attendance. Can you meet this job requirement?

YES \_\_\_\_\_ NO \_\_\_\_\_

17. Have you previously filed an application with the Garrett County Board of Education?

YES \_\_\_\_\_ NO \_\_\_\_\_

18. Have you previously been employed by the Garrett County Board of Education?

YES \_\_\_\_\_ NO \_\_\_\_\_

19. Have you been discharged or asked to resign from any position?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, explain:

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20. Have you ever pleaded guilty, been convicted, fined, imprisoned or placed on probation for the violation of any law (minor traffic violations for which a fine of \$50.00 or less was imposed excluded)?

YES \_\_\_\_\_ NO \_\_\_\_\_

If your answer is yes, please provide complete details on a separate sheet of paper. Include in your explanation the date, charge, place, and action taken against you. A record of a conviction does not automatically exclude an applicant from employment consideration.

21. A personal interview is required before an appointment will be made. Are you willing to come for an interview?

YES \_\_\_\_\_ NO \_\_\_\_\_

Appropriate accommodations for individuals with disabilities will be provided upon request. Five business days notice prior to the interview is required.

Contact Telephone Number: (301) 334-8904  
Maryland Relay Service: 1-800-735-2258 TT/Voice

I hereby affirm that this application contains no willful misrepresentation or falsifications and that this information given by me is true and complete to the best of my knowledge and belief. I hereby knowingly and voluntarily authorize the Board of Education of Garrett County to investigate my past record as may be necessary. I release my employers and all persons whomsoever from any and all liability in connection with the furnishing of said information.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

UNLESS ALREADY ON FILE WITH THE GARRETT COUNTY BOARD OF EDUCATION, EACH APPLICANT SHOULD REQUEST THE REGISTRAR OF EACH COLLEGE ATTENDED TO FORWARD IMMEDIATELY TRANSCRIPTS AND CREDENTIALS. INCLUDE WITH THIS APPLICATION, COURSE TITLES AND CREDITS PRESENTLY UNDERWAY.

This application will be active for two years. You must contact the Personnel Department each succeeding year for this application to remain active.

SEND THIS APPLICATION TO: **PERSONNEL DEPARTMENT**  
BOARD OF EDUCATION OF GARRETT COUNTY  
40 SOUTH FOURTH STREET, P.O. BOX 59  
OAKLAND, MARYLAND 21550

TELEPHONE: 301-334-8904

THE BOARD OF EDUCATION OF GARRETT COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, RELIGION, OR DISABILITY IN MATTERS AFFECTING EMPLOYMENT.