



P.O. Box 1789
1342 Highway 254
Cleveland, GA 30528
Phone: 706-865-2141
Toll Free: 866-812-7372
Fax: 706-865-6748

Sandy Addis, Director

APPLICATION PROCEDURE

Thank you for expressing an interest in Pioneer Regional Educational Service Agency. A complete and current application is necessary for consideration of employment. All professional vacancies will be advertised on www.teachgeorgia.org.

Interviews for fall placement at the G.N.E.T.S. Alpine Center normally begin in March of each year and continue throughout the summer months. When a specific or anticipated Alpine Center vacancy exists, applications on file will be reviewed and selected candidates will be invited to interview.

Please note - due to the high number of applications received, general interviews cannot be granted. Your application and qualifications will be carefully reviewed and considered in light of our needs.

APPLICATION CHECKLIST

- Completed application form
- Copies of college transcripts
- Copies of certificates
- Three references, using pages six thru eight (6-8) of this application packet

Beginning teachers may obtain references from:

- a. college major professor
- b. college supervising teacher
- c. teacher who supervised student teaching

Experienced teachers may obtain references from:

- a. immediate past principal or supervisor
- b. previous principal or college major professor
- c. college major professor

RESA APPLICANTS:

Return your completed application packet to:
Brenda Allen Winder, HR Director
Pioneer RESA
P.O. Box 1789
Cleveland, GA 30528

ALPINE APPLICANTS:

Return your completed application packet to:
Marlene Hunter, HR Assistant
Alpine Center
P.O. Box 2459
Gainesville, GA 30501

Please contact either Ms. Brenda Allen Winder at 1-866-812-7372 ext. 222 or Ms. Marlene Hunter at 770-532-9981 ext. 10 for additional information or clarification of these application procedures. Your application will remain in our active file for two years from the date received. Thank you.

Working Collaboratively with: Banks • Dawson • Franklin • Gainesville City • Habersham • Hall • Hart • Lumpkin • Rabun
Stephens • Towns • Union • White • North Georgia College and State University • Gainesville State College
Lanier Technical College • North Georgia Technical College • Northeast Georgia Regional Library System



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CERTIFIED EMPLOYMENT APPLICATION

DATE OF APPLICATION _____ DATE AVAILABLE FOR EMPLOYMENT _____

General Instructions

1. In order for us to consider your application for employment, we must have all information requested.
2. Print all information except handwritten Section III.
3. You must sign this application.
4. You must attach a current resume to this application.
5. You must give a Reference Form to each reference listed in Section V.
6. Georgia law requires fingerprinting and background checks of newly employed personnel.

Last Name _____ First _____ MI _____

Street Address _____

Mailing Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email Address _____

RESA Position Desired

- Director
 Area: RESA, GLRS, ETC, _____
- Coordinator
 Program _____
- Consultant
 Subject Area _____

Alpine Position Desired

- Director
- Assitant Director
- Coordinator
- Social Worker
- Psychologist
- Teacher

Pioneer RESA is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age, or disability.

**Interviewed by:
 Signature & Date**

1. _____
2. _____
3. _____

I. EMPLOYMENT RECORD

List **all** previous work experience beginning with the most recent employer. Please include both educational and non-educational work experience.

Note: Attached resume **cannot** substitute for completing this information.

Employer Name & Complete Address (including zip code)	Dates Worked	Position	Reason for Leaving
Military Service (Branch)	Dates From/To	Rank	

Yes No

Did you leave military service with an Honorable discharge?

II. EDUCATION

Name of Institution	Dates Attended	Degree Earned	Major	Minor

Ila. STUDENT TEACHING

Will you complete or have you completed student teaching? Yes No

If yes, please provide the following information:

Name and Address of School	Dates	Subject and Grade Level

If you completed student teaching within the last five years, please provide mailing address and phone number of the following:

Supervising Teacher: _____

College Supervisor: _____

Iib. CERTIFICATION

Do you presently hold a valid Georgia teaching certificate? Yes No Level? _____

Type	Field	Expiration Date	Certificate Number

Yes No

- Have you held a Georgia certificate that is now expired?
- Have you taken the Georgia Teacher Certification Test?
- Have you passed the Georgia Teacher Certification Test?
Date _____ Field _____
- Do you hold a valid teaching certificate from another state? If yes, what State? _____
Field: _____ Expiration Date: _____ Name of Content Assessment Test*: _____

****Please attach a copy of test results to this application.***

- Have you ever had a Professional Development Plan (PDP) developed for you while employed in a Georgia school system? If yes, name of system _____
- Are you currently employed under a contract with another school system?
If yes, name of system _____
- Can you perform any or all job functions with reasonable accommodation?

Comments: _____

IV. GENERAL INFORMATION CONTINUED

Yes No Have you ever been convicted by federal, state or other law enforcement authorities or pleaded nolo contendere for violation of any federal law, state law, county or municipal law, regulation or ordinance? A conviction or plea of nolo contendere will not automatically disqualify an applicant from employment. **YOU MUST INCLUDE ANY OFFENSE FOR WHICH A FINE OF \$100 OR MORE WAS IMPOSED. DO NOT INCLUDE ANY OFFENSE THAT OCCURRED BEFORE YOUR EIGHTEENTH BIRTHDAY.**

If the answer to the above question is yes, you must complete the following:

Type of Offense	Date	Name of Law Enforcement Authority	Disposition (Outcome)

V. REFERENCES

List the last three (3) supervisors under whom you have worked. These references may be contacted by our agency unless otherwise noted. Do not include friends or relatives.

Name	Complete Address (including zip code)	Contact Number

VI. APPLICANT'S AUTHORIZATION STATEMENT

I understand that the application, references and other data are the property of Pioneer Regional Educational Service Agency (RESA) and cannot be returned. By filling out an Application for Employment with the Pioneer RESA, I agree, if employed, to abide by all the policies set forth by the Pioneer RESA Board of Control. I authorize full investigation of the information given in this application and consent to a representative of Pioneer RESA contacting my references, previous employers, schools attended, court officials, and law enforcement authorities and other individuals. I authorize all employers, persons, schools, corporations, agencies or other entities to release information concerning me and I hereby release those parties from any and all liability whatsoever for providing such information. I understand that Pioneer RESA may investigate sources or references other than those given in this application. I acknowledge that all references obtained will be confidential information. No promises of employment have been made to me. I also understand that any misstatement or omission of any information requested throughout the application and interview process shall be a reason for non-employment or dismissal from employment.

APPLICANT'S ORIGINAL SIGNATURE

DATE

Pioneer Regional Educational Service Agency Reference Form for Certified Employment

Reference Name _____ School System _____

The applicant listed below has submitted an application for a position with Pioneer Regional Educational Service Agency. This is confidential information and will not be shared with the applicant or with a third party outside our agency.

PLEASE DO NOT RETURN THIS FORM TO THE APPLICANT.

Please complete this form and return it immediately to the following:

Ms. Brenda Allen Winder, HR Director
Pioneer RESA
P.O. Box 1789
Cleveland, GA 30528

Fax: (706) 865-6748
Phone: (706) 865-2141
Email: bwinder@pioneerresa.org

Applicant's Name: _____ Position Desired: _____

Qualifications - Teacher Applicants Only	Not Observed	Poor	Fair	Average	Good	Superior
Teaching Skills: Planning, Instruction, Organization, Motivation, Evaluation						
Classroom Management and Discipline						
Student-Teacher Relations: Respect, Understanding, Cooperation						
Qualifications - All Applicants (Including Teachers)						
Competency in Major Field						
Professional Maturity & Judgment						
Initiative						
Attendance & Punctuality						
Willingness to accept additional responsibilities						
Communication Skills: Language Usage, verbal/written						
Organizational Skills: Promptness, Neatness, Accuracy with records/reports and Lesson Plans						
Employee Relations: Respect, Understanding, Cooperation						
Personal Qualities: Voice, Poise, Friendliness, Enthusiasm, Flexibility						
Personal Appearance: Dress, Grooming, Impression						
Appropriate Role Model: Moral influence in work place and community						

Would you want this person supervising/working with your child? Yes No

If you had an opening for a similar position, would you employ this person? Yes No

How long have you know this applicant? _____ In what capacity? _____

Comments: _____

Signature _____

Title _____

Work Phone _____

Date _____

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P.O. Box 1789	Email: bwinder@pioneerresa.org
Cleveland, GA 30528	

Applicant's Name: _____ Position Desired: _____

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Classroom Management and Discipline						
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