

Bremen City Schools

504 Laurel Street
Bremen, Georgia 30110
(770) 537-5508
Fax: 537-0610

Dear Applicant:

Thank you for your interest in the Bremen City School System. Please review the application carefully and follow the directions for each section. The enclosed reference forms (four) are to be distributed, completed, and returned directly to the Bremen City School System. These references are confidential. The school system will accept them only from the person completing the reference form. We may also elect to check additional references which are beyond those you have provided.

In order to be considered for employment in the Bremen City School System, the following must be completed:

- 1) Application completed as outlined in each section.
- 2) All information requested is included in application.
- 3) Transcript(s) from all colleges attended.
- 4) Four reference forms received. Beginning teachers may use their placement file.
- 5) Statement of authorization signed, dated, and returned.

When vacancies are determined, applications are evaluated according to the needs of these positions. In reviewing applications, grades are considered along with references from previous, the strength of the overall application, and identified school system needs. Positions are posted via the Internet at <http://www.doe.k12.ga.us/humanresources/psrecruit.html>, in each school, at RESA, at area universities, and at our central office. Selected applicants will be requested to come to the Bremen City Schools Central Office or to the appropriate school for an interview(s).

Applications remain in our active file for one year. If you wish to be considered for employment after this time, you must contact us by letter at 504 Laurel Street, Bremen, GA 30110.

Again, thank you for your interest in our school system. We look forward to receiving your application.

Sincerely,

Dr. Stanley McCain
Superintendent

CONFIDENTIAL DOCUMENT

**BREMEN CITY SCHOOL SYSTEM
 Dr. Stanley McCain, Superintendent
 504 Laurel Street
 Bremen, GA 30110**

TO: Name: _____ **Address:** _____

Reference

Phone: _____

The applicant listed below has applied for a position in the Bremen City School System. All information will be treated confidentially and used in a professional manner. Please complete this form and return it immediately to the Bremen City School System.

Applicant's Name: _____ **Certification Area:** _____

| | Superior | Above Average | Average | Below Average | Poor | Not Observed |
|---|----------|---------------|---------|---------------|------|--------------|
| Plans and prepares work effectively | | | | | | |
| Adaptability | | | | | | |
| Speaks effectively and correctly | | | | | | |
| Displays subject matter competency | | | | | | |
| Utilizes a variety of teaching methods and skills | | | | | | |
| Exercises appropriate pupil control and classroom management techniques | | | | | | |
| Works well with others and shows good judgment, tact, and a willingness to assist | | | | | | |
| Maintains positive relationships with parents | | | | | | |
| Varies teaching to the ability levels of students | | | | | | |
| Motivates pupils, gains confidence and establishes rapport | | | | | | |
| Fulfills responsibility in a dependable manner | | | | | | |
| Demonstrates commitment to teaching and a professional attitude | | | | | | |
| Utilizes self-control and sound judgment | | | | | | |

GENERAL EVALUATION

How would you recommend the applicant? Enthusiastically With reservation Do not recommend
 To the best of your knowledge has this person been denied a contract? _____
 In what relationship have you known the applicant? Former student Co-worker Other
 How long have you known the applicant? _____ Approximate days absent each year? _____
 If you had an opening in your school for a similar position, would you employ this person? Yes Probably No
 Would you want this person teaching your child? Yes Probably No
 Should we telephone you for additional information? Yes No

PLEASE PROVIDE SUPPLEMENTAL COMMENTS ON BACK, IF NEEDED

 Signature

 Official Position