

# Bremen City Schools

501 Pacific Avenue  
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 501 Pacific Avenue, Bremen, GA 30110.

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

Sincerely,

David J. Hicks  
Superintendent

**CONFIDENTIAL DOCUMENT**

**BREMEN CITY SCHOOL SYSTEM  
 Dr. David J. Hicks, 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:** \_\_\_\_\_

	<b>Superior A</b>	<b>Above average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>	<b>Not Observed</b>
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

\_\_\_\_\_ Of ficial Position