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APPLICANT’S NAME \_\_\_\_\_

Thank you for your interest in the Lee County Schools. Please permit me to share some information about our county and educational program with you.

The education program serves approximately 1,100 students in grades K-12. The program is housed in modern, air-conditioned facilities consisting of one elementary school, and a middle/high school. Academic quality characterizes the school program. We traditionally rank in the top 50% in state testing and are very competitive in academic competitions. Our students come from a variety of backgrounds, are generally well behaved and are respectful of school personnel. Instructional materials and equipment are given priority in the expenditure of funds.

The Emergency Non-Certified School Personnel Program is being offered in the Lee County Schools due to an identified shortage of certified and emergency-certified substitute teachers. This program permits the employment of persons with less than 64 semester hours of college credit during the temporary absence of a teacher-of-record and only after the priority selection process of certified and emergency-certified substitute teachers has been exhausted.

Lee County Schools will recruit person(s) with a high school diploma (or its equivalent), age 25 or over, except an individual enrolled in an approved teacher education program who may be less than 25 years old and/or parents or paraprofessionals assigned to the school. Applicants must have a 2.5 GPA or its equivalent. Each substitute will be utilized **only** in the school to which he/she has been assigned.

The Lee County Board of Education recognizes that any organization is only as effective as the quality of its personnel. We maintain high standards and high expectations. If you have an interest in becoming a part of a progressive education program, you are invited to complete this application.

Respectfully,

James Evans, Jr., Superintendent  
Lee County Schools

**The mission of the Lee County School District is to foster trust, growth, and accountability in partnership with students, staff, parents, and the community.**



**APPLICATION FOR EMERGENCY NON-CERTIFIED SCHOOL PERSONNEL**

Date \_\_\_\_\_

School choice for substitute teacher assignment \_\_\_\_\_

**I. PERSONAL DATA**

Name (Last, first, middle) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Phone # \_\_\_\_\_

Present Address \_\_\_\_\_

List names, address, phone, and relation of someone who will be able to contact you should we be unable to reach you at your present address/telephone.

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

**II. TEACHING/PROFESSIONAL PREFERENCES**

List in order of preference grade and subject area for which you are most comfortable and wish to be considered.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**III. EDUCATIONAL AND PROFESSIONAL PREPARATION**

List all current certifications or high school diploma.

\_\_\_\_\_

List college attended/attending beginning with most recent, address of each, dates attended.

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

If you are less than 25 years old, please indicate the college and teacher education program in which you are currently enrolled.

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

**IV. PROFESSIONAL EMPLOYMENT EXPERIENCE IN EDUCATION**

Please indicate your professional employment experience in education beginning with the most recent position. List the school and address, assignment, supervisor/principal, specific school year worked, and the total number of years.

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**V. OTHER WORK EXPERIENCE**

Beginning with the most recent, list type of work, name and address of employer, supervisor, and dates worked of any non-educational work experience (include military service).

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**VI. REFERENCES**

Please list three school related references, their present position, and address. (Do not list relatives).

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List hobbies, professional recognitions, committee work, community activities, etc. Also list organizations of which you are a member.

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Write a brief statement as to your reason(s) for choosing to apply for this position.

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FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT.

I understand that inquiries could be made that will provide applicable information, and I request each present or former employer, school and person given as a reference, and governmental and law enforcement agencies to answer questions that may be asked concerning me. I also understand that any false statements or omission in connection with questions asked on this application will be just cause for immediate dismissal, anything in any contract of employment between me and the Lee County Board of Education to the contrary notwithstanding.

I recognize, if I am employed, the Lee County Board of Education will assign or reassign me to a specific position as the need requires throughout the term of my employment. Such assignments will be consistent with Kentucky Revised Statutes.

The Lee County Board of Education is an equal opportunity employer and does not discriminate among applicants or employees regarding national origin, race, color, sex, marital status, handicap, religious preference, or age.

Applicants being considered for employment in safety-sensitive positions with the Lee County Board Of Education shall be required to submit to a urinalysis test for the detection of the illegal use of drugs as part of the currently required post-offer, pre-employment physical. Positions considered safety sensitive include administrator, teacher, traveling teacher, teacher aide, substitute teacher, school secretary, Central Office staff, custodians, cooks, and itinerant staff. The procedure for testing these positions may be found in 03.13251 AP.q/0323251 AP.1 I acknowledge notification of this policy and understand that compliance with this policy is a condition of employment.

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PRINTED APPLICANT'S NAME

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DATE

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APPLICANT'S SIGNATURE

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DATE