

APPLICATION INSTRUCTIONS

Applicants for teaching positions are advised that all appointments are based upon, but not limited to, (1) a personal interview, (2) the quality of the candidate's academic record as evidenced by college transcript(s), (3) satisfactory references as required, and (4) satisfactory related professional experience(s).

IMPORTANT: Only if you adhere to the following instructions can your application be processed promptly and the conditions for employment be satisfied.

1. Give complete and accurate information on your application.
2. Include copies of an interim transcript. Photocopies of transcripts are acceptable. **Include any post-baccalaureate credits earned.**
3. Preferred references include:
 - a. New graduates
 - 1) cooperating teacher
 - 2) college supervisor
 - 3) college professors
 - b. Experienced teachers
 - 1) most recent immediate supervisor(s)
 - 2) former system(s) supervisor(s), if employed by more than one
4. To be professionally certified, teachers must meet the minimum Maryland State Department of Education certification requirements, including qualifying scores on the Praxis Series I and II Tests. Candidate qualifications are subject to these requirements in establishing professional status and salary. **Copies of Praxis scores and any current certificates held in any state should be included with the application packet.**
5. Candidates are solely responsible for the updating of pertinent information (e.g., change of name, address and/or telephone number). Failure to do so may preclude access to employment consideration. If your credentials are under another name, it is the applicant's responsibility to assure that all credentials, references, and transcripts are received by the Cecil County Public Schools under the stated last name on the application for employment.

**THE APPLICATION AND ALL REQUIRED DOCUMENTS BECOME THE PROPERTY OF THE
CECIL COUNTY PUBLIC SCHOOLS.**