



# Clayton County Public Schools

## **Application Packet** **Student Teaching/Internship/Practicum/Observation**

### ***Directions for completion of the application:***

Please send your completed application to:

Clayton County Public Schools  
Division of Human Resources  
Attn: Sheree Smith  
1058 Fifth Avenue  
Jonesboro, Georgia 30236

The application packet must include the following items:

- ☐ Application Packet
- ☐ Signature of Endorsement from Field Placement Supervisor

### **Please check one:**

- ☐ Fall Semester 2021
- ☐ Spring Semester 2022
- ☐ Summer Semester 2022

**Please note:** The Human Resources Department will review your application and notify your college if you have been identified for placement. All inquiries should be directed to your college.

All applications must come through the college directly to Sheree Smith - via email at [sheree.smith@clayton.k12.ga.us](mailto:sheree.smith@clayton.k12.ga.us) or mail at the address above. No application will be accepted directly from a candidate. CCPS will contact you to schedule your background check. The cost is \$45.00.

*Please read the application carefully. Be sure to be thorough, concise, and use only the space provided. All pages must be completed and returned. Please type your information on this application.*

**\*\*Must complete all sections\*\***

Check one (only):      Student Teaching      Field Observation      Internship      Practicum

Timeframe (# of hrs./wks.)      Hrs. \_\_\_\_\_      Subject/Field: \_\_\_\_\_      Start and End Date: \_\_\_\_\_      Grade(s): \_\_\_\_\_  
Wks. \_\_\_\_\_

Name: \_\_\_\_\_  
Last      Middle      First      Date of Birth

College or University \_\_\_\_\_  
(\* must be accredited, PSC-approved College or University)

Address (including floor) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Address \_\_\_\_\_  
Street Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Personal Email Address \_\_\_\_\_

**Work History with Clayton County Public Schools**

Currently/Previously Employed with Clayton County Public Schools: \_\_\_ **Yes** or \_\_\_ **No**

If yes, where does this student candidate work, and in what capacity?

\_\_\_\_\_

Are you currently employed in another county in the state of Georgia? \_\_\_ **Yes** or \_\_\_ **No**

If yes, where does this student work, and in what capacity? \_\_\_\_\_

**Endorsement from Field Experience Coordinator**

I support this applicant's participation in the *Clayton County Student Teaching/Internship/Practicum* program.

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Fax Number

Office Number

