

CLARKE COUNTY BOARD OF EDUCATION

P.O. Box 936

Grove Hill, AL 36451

CLASSIFIED APPLICATION FOR EMPLOYMENT

Name: _____			
Last	First	Middle	
Present Address: Street:	_____		
City:	State:	Zip:	
_____	_____	_____	
Permanent Address: Street:	_____		
City:	State:	Zip:	
_____	_____	_____	
Home Phone:	Social Security Number:		
_____	_____		

POSITION(S) FOR WHICH YOU ARE APPLYING

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Secretary/Bookkeeper | <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Office Assistant | <input type="checkbox"/> Bus Aide | <input type="checkbox"/> Custodial |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Instructional Aide | <input type="checkbox"/> Mechanic |
| <input type="checkbox"/> Child Nutrition Program | <input type="checkbox"/> School Health Coordinator | <input type="checkbox"/> School Nurse |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Utility Worker | <input type="checkbox"/> Registrar |

EDUCATION

	High School	Vocational School	Undergraduate Col/Univ.	Graduate/Prof.
School Name/ Location				
Years Completed (Circle last year)	9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
Diploma/Degree & Year of Graduation				
Dates Attended				

Do you hold a GED? _____ If yes, five month/year GED was awarded _____.

TRAINING

	Dates	Where	What
Describe any specialized training, apprenticeship, or internship in which you have participated.			
Describe any honors you have received.			

Have you ever been convicted of a crime? (Exclude minor traffic violations) _____ If yes, explain the nature of the crime, the place and the date. A conviction record will not necessarily bar you from employment. _____

PERSONAL REFERENCE

* List references who are not related to you. Include previous employers and others who have first-hand knowledge of your personal and professional competencies and skills.

Name	City/State/Zip	Official Position	Telephone Number
1.			
2.			
3.			
4.			

SPECIAL SKILLS AND QUALIFICATIONS

* Summarize specific job-related skills and qualifications acquired from employment or other experience. _____

EMPLOYMENT HISTORY

* Start with your present or last job.

Employer	Dates of Employment	Type of Work	Supervisor
Employer	Dates of Employment	Type of Work	Supervisor
Employer	Dates of Employment	Type of Work	Supervisor

Are you presently employed? If yes, with whom and what is your job? _____

Have you ever been dismissed, discharged or have you separated employment to avoid discipline or discharge? _____ If yes, please provide an explanation. _____

I hereby certify that all the information I have provided in this application is true and correct. I authorize the Clarke County Board of Education to make an investigation of my personal, educational, vocational, and/or employment history. I further authorize any current/former employer to provide information regarding me. I hereby release and discharge the Board and those who provide information from any liability as a result of furnishing and receiving this information. I understand that any offer of employment is conditional and subject to the outcome of a criminal history background check, drug screening and approval by the Board. I also understand that misinformation on this application will result in termination or refusal to hire.

Applicant Signature: _____ Date: _____

The Clarke County Board of Education is an Equal Employment Opportunity Employer and prohibits discrimination on the basis of race, color, religion, creed, national origin, gender, marital status, age, pregnancy, disability or any other basis prohibited by law.