

PENDLETON COUNTY SCHOOLS

Application for Employment

Service (Non-Professional) or Coaching Position

(Please Type or Print)

I.
Name _____
Last
First
Middle
Social Security Number¹

Present Address _____ (____) _____
Street
Telephone
City
State
Zip

E-mail Address (if available) _____

List, in order of preference, the areas of employment desired:
 _____ Instructional Aide _____ Cook _____ Custodian _____ Paraprofessional
 _____ Maintenance _____ Bus Driver _____ Athletic Coach _____ Secretary
 _____ Other _____

Are you interested in _____ Regular Full Time Position _____ Substitute Position _____ Both

Date available for employment _____

If you are applying for Bus Driver Position, please complete Section II of Application, if not go to Section III.

II.
Date of Birth _____ Month _____ Day _____ Year _____ Age _____
Height _____ Weight _____

Operator's License No. _____ Chauffeur's License No. _____

No. years experience driving _____ Car _____ Truck _____ Bus

Has operator's license ever been revoked? _____ Yes _____ No

Have you been involved in a traffic accident in the last three years? _____ Yes _____ No

(All traffic violations & accidents are on file at State Police Headquarters in Charleston)

If yes, state approximate date and cause _____

Do you wear glasses or contact lenses when you drive? _____ Yes _____ No

Do you wear a hearing aide? _____ Yes _____ No.

III.

EDUCATIONAL BACKGROUND

	School or Institution and Location	Diplomas, Degrees or Credits Earned
High School		
College/Vocational or Trade School		

If you did not graduate from High School, have you obtained a GED? Yes _____ No _____

Please submit documentation.

EXPERIENCE (Present or most recent first)

Dates From _____	Name of Employer and Address _____ _____	Your Title _____
	Phone Number _____	Reason for Leaving _____ _____
To _____	Work Performed _____ _____ _____	
Name and Title of Supervisor		Final Yearly Salary

Dates From _____	Name of Employer and Address _____ _____	Your Title _____
	Phone Number _____	Reason for Leaving _____ _____
To _____	Work Performed _____ _____ _____	
Name and Title of Supervisor		Final Yearly Salary

Dates From _____	Name of Employer and Address _____ _____	Your Title _____
	Phone Number _____	Reason for Leaving _____ _____
To _____	Work Performed _____ _____ _____	
Name and Title of Supervisor		Final Yearly Salary

REFERENCES

Name	Position	Address	Telephone

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) or any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or vocational training:

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer “Yes” to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of “nolo contendere” (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? { Yes { No	Have you ever forfeited bond or collateral in connection with a criminal offense?
Are you currently under charges for a criminal offense? { Yes { No	{ Yes { No

Within the last ten years, have you been fired from any job for any reason? { Yes { No

Within the last ten years, have you quit a job after being notified that you would be fired? { Yes { No

Are you subject to any visa or immigration status which would prevent lawful employment? { Yes { No

Note: If you answered “Yes” to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

Prior to approval of Employment you will be required to provide a fingerprint for the purpose of Pendleton County Board of Education obtaining a criminal background check.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Pendleton County Schools may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Date

Signature of Candidate (in ink)
(must be original)

As required by federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping conditions, marital status, or national origin in employment or in its educational programs and activities. Inquiries may be referred to Title IX and Section 504 Coordinator, Pendleton County Board of Education, at the Board of Education Office, Phone: 358-2207; or to the Department of Education’s Executive Director of the Office of Human Resources.

