

WASHINGTON COUNTY PUBLIC SCHOOL DISTRICT



Mrs. Sandra McMaster
Deputy Superintendent

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Mr. Timothy May, Superintendent

Board of Education
Mr. Robert Blocker, Chairman
Dr. Allen Gray, Vice Chairman
Ms. Rita Hunt
Mrs. Leigh Jordan
Mr. Rodney Walker

Non-Certificated Application for Employment

Position Applying for:

Bus Aide:	Bus Driver:	Clerical:	Maintenance:	Resource officer:
Food Service:	Other: (attached cover letter and resume)	Paraprofessional: (2 yrs of college or paraprofessional exam required for consideration. Must be included with application)		

Date of Application: _____

Applicant's Name: _____ SSN: _____

Address: _____ City: _____ St: _____ Zip: _____

Phone Number: _____ Email: _____

	NO	YES	Date
Have you ever applied with us before?			
Have you ever been employed with us before?			
Are you currently employed?			
Are you currently on "lay-off" status and subject to recall?			
May we contact your present employer?			
Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration Status? <small>(verification of citizenship or immigration status is required upon employment)</small>			

What date would you be available for work? _____

Education

Mark the highest level of education completed:

Some high school	GED	HS diploma	Some college
Associate's degree	Bachelor's degree	Master's degree	Higher

Schools Attended:

High School: _____ Graduation Yr: _____

College: _____ Graduation Yr: _____ Major/Degree: _____

Other: _____

Mission Statement: Washington County Public Schools- Expecting all children to Excel in Academics, Arts, and Athletics.



Emergency Contact:

Name: _____ Phone number: _____

Address: _____ City: _____ St: _____ Zip: _____

Relationship to applicant: _____

Have you ever served in any branch of the U.S. Military or Naval Service? Yes No

If yes: _____ Years of service: _____

Branch

Work Experience

Starting with your most recent employment, please provide your employment history.

Company Name:	Phone:
Address:	Position:
Supervisor's Name:	Dates of employment:

Company Name:	Phone:
Address:	Position:
Supervisor's Name:	Dates of employment:

Company Name:	Phone:
Address:	Position:
Supervisor's Name:	Dates of employment:

How many days were you absent from work last year? _____

Primary reason: _____

Have you ever been convicted of any traffic violations? Yes No

Have you ever been convicted of a crime? Yes No
Felony Misdemeanor Please explain: _____

Have you ever pled guilty to or been convicted of any offense relating to the possession or distribution of illegal drugs? Yes No
Please explain: _____



Resource Officer Applicants ONLY: POST Certification Number _____

Bus Driver Applicants ONLY:

Have you ever driven a school bus? Yes No Years of experience: _____

Do you have a valid driver's license? Yes No Type: _____ Endorsement: _____

List computer skills, honors and or special certifications:

In your own words, tell us why you would like to work for the Washington County School District.

Professional References

List five references. These should be people qualified to give information to show your fitness for the position you seek, including former supervisors, and/or employees. ***Please DO NOT list relatives as professional references.***

Name	Position	Phone number

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By filing an application for employment with the Washington County School District, I agree to abide by all policies set forth by the Washington County Board of Education. I authorize a full investigation of the information given in this application and consent to the Washington County Board of Education representatives contacting my references, previous employers, schools attended, and law enforcement authorities. I also understand that any misstatement or omission of any information requested shall be a reason for non-employment or dismissal.

I understand that my application is not complete until transcripts of my school work, recommendations, and all supporting documents are submitted to the personnel office. I also understand that the application, transcripts, references, and other data are the property of the Washington County Board of Education and will not be returned.

I understand that WCBOE will require completion of a background check in order to qualify for this job. This includes checking FBI records in order to verify any criminal history. Disclosure of any Criminal History prior to performing this check will assist us in determining if you qualify for this job. By signing below, I agree to perform the fingerprinting required of a background check, and grant WCBOE permission to receive and verify any information provided on this application

Applicant's Signature: _____ Date: _____

All persons employed in the Washington County Schools must be approved by the Washington County Board of Education. Therefore, no employment is official until it has been confirmed at a meeting of the Board of Education.

The Washington County Board of Education is an Equal Opportunity Employer.

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