



ALEXANDER CITY SCHOOLS

375 Lee Street
Alexander City, AL 35010
(256) 234-8600

Support Personnel Application

Instructions: Complete the application in your own handwriting. Do not omit any information that would be of assistance to us in evaluating your application. **Return the following items with your completed application:** Three reference letters, copy of high school diploma or GED, and documentation of any collegiate, trade or technical school training you have received. NOTE: Effective January 2002, all instructional aides must have 48 semester hours of post-secondary education or passing scores on Work Keys Assessment.

It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.

APPLICATION FOR THE POSITON OF: _____

1. Name _____
Last First Middle

2. Address _____
Street

City State Zip

3. Social Security Number _____ Date of Birth _____

4. Home Number _____ Cell Phone Number _____

5. Are you a U.S. Citizen? ___Yes ___No
(If no, are you eligible to work in the U.S.?) ___Yes ___No

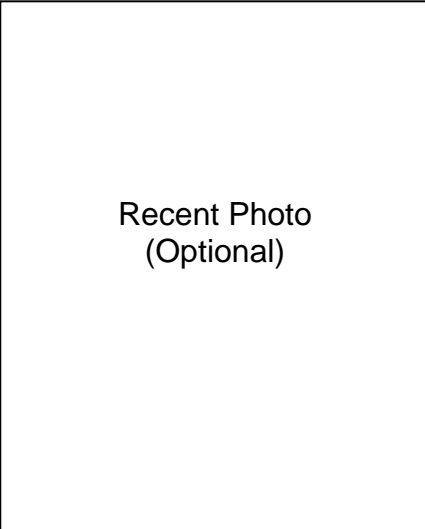
7. Have you ever been convicted of a misdemeanor (other than traffic violations), a felony, or any offense involving moral turpitude? ___Yes ___No
If yes, please explain: _____

8. Are you presently employed? ___Yes ___No (If yes, please complete the following):
Employer _____ Address of employer _____
Position _____ Dates of employment _____

9. Do you have any health conditions that would limit your effectiveness if employed by the school System?
___Yes ___No (If yes, please explain on a separate sheet and attach to application)

10. Bus driver applicants will have their driving records checked for violations, CDL license reviewed as applicable, and reported by the Alabama Department of Public Safety. Certificate or school bus driver license _____

11. Bus driver applicants: Current driver's license number and issuing state: _____



12. List any special Alabama Public Schools certificate that you possess such as Alabama Substitute or Regular Teaching (attach a copy)

13. EDUCATION / TRAINING (copy of transcript/diploma required)

Name of School/Institution	DATES		Month/Year of Graduation	Certificate/Degree Earned
	From Mo. Yr.	TO Mo. Yr.		
High School / GED				
Trade/Technical Schools /Colleges				

List any special recognition or honors gained as a student _____

14. WORK EXPERIENCE

List Employer and Address	Dates		List Supervisor and Phone	Job Title
	FROM Mo. Yr.	TO Mo. Yr.		

List any special recognition or honors gained as an employee _____

15. References: List three references. **Include a letter from each.**

Name and Address	Position Title	Telephone Number (include area code)

16. Please include a handwritten description of your abilities and why you feel you would be the best person for this job:

The school board has an obligation to students and the community it serves to employ those persons who will be the most appropriately qualified in the position for which they are employed and serve their duties according to the highest ethical standards. To achieve these objectives, the school district shall conduct investigations including verification of prior employment history and education. By signing this application, I authorize the school district to verify all information in this application, to check references, and conduct other investigations as appropriate.

I hereby certify that the application information I have provided is true and complete to the best of my knowledge. My failure to disclose information requested in this application or falsification of statements and facts may be sufficient reason to disqualify me from employment or cause my dismissal. Further, I agree that if employed I will abide by the policies and regulations of the board, duty site regulations, and support school and/or district activities such as, but not limited to parent-teacher organizations, school programs, and extracurricular activities.

APPLICANT'S SIGNATURE _____ DATE _____