

ATKINSON COUNTY SCHOOLS

Office of Superintendent

98 East Roberts Avenue

Pearson, Georgia 31642

Tel: 912-422-7373

Fax: 912-422-7369

CLASSIFIED EMPLOYEE APPLICATION

Thank you for your interest in employment with the Atkinson County Schools. Please complete the Classified Application for employment and return to the Board of Education Office. Each reference must include a name, street address, city, state, zip code and telephone number.

When a vacancy occurs, the pertinent principal or hiring manager will contact the applicant whose credentials and experience best suited for the position. Your application will remain on file for two school years after which it becomes inactive.

Thanks again for your interest in employment with our school system.

Sincerely,



Superintendent



ATKINSON COUNTY SCHOOLS

98 Roberts Avenue East * Pearson, GA 31642

CLASSIFIED EMPLOYEE APPLICATION

Indicate Position(s) Applied for:

Secretary Other _____
 Receptionist
 Food Service
 Bus Driver
 Mechanic
 Maintenance _____ (area)
 Bookkeeper
 Paraprofessional
 Substitute

Personnel Department Use Only

Date of Interview: _____

Telephone Reference: _____

Fingerprint/Background Check: _____

Date of Employment: _____

APPLICANT'S INFORMATION

Name: _____ Date Available for Employment: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone Number: Home _____ Cell _____

Email Address: _____

****If you are not a citizen of the United States of America, you must furnish a copy of your Permanent Residency Permit or other document allowing you to legally work in this country.****

EDUCATION

Education	School Name/Address	Highest Grade Completed	Year Attended	Major/Diploma
High School				
College				
Vocational School				
Other				

WORK EXPERIENCE

Business Name	Business Address & Phone Number	Position	Begin/End Dates	Supervisor	Reason for Leaving

Each of the following questions must be answered a "yes" or "no". If any answer is "yes", please attach an explanation.

1. Have you been dismissed or fired from a job? ___Yes ___No
2. Have you received an unsatisfactory performance evaluation from an employer? ___Yes ___No
3. Have you been convicted of, entered a plea of guilty to, or been granted first offender treatment without adjudication of guilt for any felony-grade crime, or a crime involving moral turpitude? ___Yes ___No
4. Are you presently charged with committing any felony-grade crime, or a crime involving moral turpitude? ___Yes ___No
5. Have you been investigated for allegations of sexual harassment? ___Yes ___No
6. Have you been accused and/or investigated for a crime of child abuse or physical abuse? ___Yes ___No
7. Do you have computer related work experience? ___Yes ___No
If yes, please describe _____
8. Are you able to lift 35 pounds by yourself and 50 pounds with help? ___Yes ___No
9. In the event that you are employed, are you willing to participate in continuing education training funded by the school system? ___Yes ___No

Below are specialized questions for various classified positions. Check the position (s) that you are applying for and complete only the section that pertains to that position (s).

<p>___ Secretary ___ Bookkeeper:</p> <p>How many words can you type per minute? _____</p> <p>Skills/Experience: ___ MS Word ___ MS Excel ___ MS Access ___ MS Power Point ___ Filing ___ Payroll ___ General Ledger ___ Purchase Orders ___ Bank Reconciliation ___ Cash Receipts ___ Accounts Payable ___ Email ___ Other _____</p>

<p>___ Paraprofessional: Area of Preference: Grade Level: ___ K-5 ___ 6-8 ___ 9-12 ___ Special Education ___ Media</p> <p>Do you hold a teaching certificate? ___Yes ___No State _____ Expiration Date: _____</p> <p>Do you hold a paraprofessional certificate? ___Yes ___No</p>
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<p>___ Maintenance/Grounds</p> <p>Skill Area: ___ Carpentry ___ Electrical ___ Grounds ___ HVAC ___ Mechanic ___ Plumbing ___ Other</p> <p>___ Bus Driver: Type of driver's license: ___ Veteran's ___ Regular ___ CDL Class: ___ I ___ III ___ IV ___ V</p> <ol style="list-style-type: none"> 1. Have you been convicted of driving under the influence of alcohol or drugs? ___Yes ___No 2. Have you been denied a driver's license or permit? ___Yes ___No 3. Has your driver's license or permit been revoked or suspended? ___Yes ___No 4. Has your driving privilege been limited by court action? ___Yes ___No 5. Have you been involved in a traffic accident in the past three years where you were the driver? ___Yes ___No 6. Are you able to operate a push and/or riding lawn mower? ___Yes ___No 7. Are you able to climb a 6ft. ladder? ___Yes ___No 8. Can you stand for long periods (four + hours) on hard surfaces? ___Yes ___No 9. Are you willing to obtain a doctor's statement (dated within the last six months) stating that you can perform the duties of standing, lifting and carrying? ___Yes ___No <p>**Please note: State and Federal laws require bus drivers and others in safety-sensitive functions to participate in planned and random testing for alcohol and prohibited substances. **</p>
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Food Service: ____ Food Service Worker ____ Manager School Preference: _____

1. Can you stand for long periods (four + hours) on hard surfaces? ____ Yes ____ No

2. Are you willing to obtain a doctor's statement (dated within the last six months) stating that you can perform the duties of standing, lifting and carrying? ____ Yes ____ No

REFERENCES – Not needed for Substitute Applications

Please give the attached reference forms to individuals of your choice and request them to mail the form to Atkinson County Board of Education. For an application to be complete, reference forms are required. It is strongly recommended that you select references that can comment on work experiences as an evaluator, supervisor, etc.

Name	Address	Phone

APPLICANT'S SIGNATURE STATEMENT

I hereby certify that I have carefully read and reviewed the foregoing Classified Employee Application with the Atkinson County School System. Further, I hereby certify that all of the information contained in my response is true, accurate, and complete. I understand and acknowledge that the failure to provide true, accurate, and complete information will provide good and sufficient reason to (a) deny this application for employment with the Atkinson County School System; or (b) terminate my employment with the Atkinson County School System at a later time if I am hired. Should I become employed by the Atkinson County School System by virtue of this application, I agree to obey and abide by all of its policies and regulations.

I understand and acknowledge that all personnel employed by a local board of education in the state of Georgia are required by law to be fingerprinted and have a criminal background check by virtue of said employment and at subsequent times and intervals during that employment. In this regard, I agree to be fingerprinted when requested and consent to the check of my criminal background in accordance with the laws of Georgia and the rules and regulations of the Atkinson County School System by virtue of this application for employment, and at subsequent times and intervals if I am hired. I agree to fully cooperate to accomplish the foregoing, including but not limited to signing any forms required.

I understand that a copy of my diploma, degree(s) and/or certifications will be required if offered a position.

Date Signature

The Atkinson County School System is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, age or handicap in its employment practices.

Atkinson County Schools

98 E. Roberts Avenue
Pearson, GA 31642

Reference Form

The Applicant listed below is formally applying for a position with the Atkinson County School System. As a part of the employee selection process, it is requested that each applicant forward a copy of this reference form to three persons who are uniquely familiar with his/her ability, potential, and/or past performance. Your prompt attention in completing the items below and returning the form to us will be greatly appreciated. Your reply will be considered strictly confidential.

Applicant _____
First Middle Last

Position Desired _____

Name of Reference _____

Address of Reference _____
Address City/State Zip Code

To Applicant: All applicants and accompanying records become the property of Atkinson County School System and are not available to candidates. I agree for this reference to be confidential and that by signing and dating the waiver of access below, I, the undersigned, waive any right of access to this reference.

Signature of Applicant _____ **Date** _____

This portion is to be completed by reference.

Record a number from the following scale which describes the applicant in comparison with persons you have known with comparable years of experience.

1 - OUTSTANDING – TOP 10%
2 - ABOVE AVERAGE – TOP 25%

3 - AVERAGE – MIDDLE 50%
4 – BELOW AVERAGE – BOTTOM 25%

Prompt and regular attendance		Appropriate verbal, written, and telephone skills	
Maintains a professional attitude & conducts oneself in a professional manner		Knowledge and proficiency in typing and word processing	
Professional appearance		Knowledge and proficiency in spreadsheet applications	
Maintains confidentiality of sensitive information		Knowledge and proficiency in the use of the Internet and email	
Shows initiative and assumes responsibility		Demonstrates loyalty and dependability	
Ability to multi-task job responsibilities		Collaborates well with others	
Flexibility with daily schedule, when needed		Demonstrates positive attitude towards supervision	

Signature of Reference _____ **Date** _____