

ATKINSON COUNTY SCHOOLS
Office of Superintendent
98 East Roberts Avenue
Pearson, Georgia 31642

(912) 422-7373 Telephone

(912) 422-7369 Fax

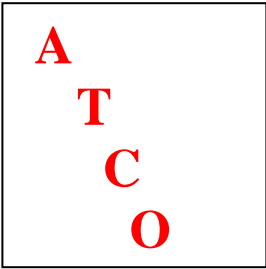
Dear Applicant:

Thank you for your interest in employment with Atkinson County Schools. Please complete the classified application for employment and return to the Board of Education Office. In order to process your application promptly, the procedures listed below must be followed:

1. All requested information on the application must be completed. Under the Work Experience Section of the application, Business Name must include a name, street address, city, state, zip code, and telephone number.
2. When a vacancy is anticipated, the applicants whose credentials and experience are best suited for the vacancy will be contacted by the pertinent principal or hiring manager. Your application will be on active file for two school years.

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

Sincerely,
Superintendent, Atkinson County Schools



Atkinson County Schools

Advancing The Children's Opportunities

98 E. Roberts Avenue
Pearson, GA 31642

Classified Employee Application

Date of Application: _____

Indicate Position(s) Applied for:

- ____ Secretary ____ Bookkeeper
- ____ Receptionist ____ Paraprofessional
- ____ Food Service
- ____ Bus Driver
- ____ Mechanic
- ____ Maintenance _____ (area)
- ____ Other: _____

Personnel Department Use Only

Date of Interview: _____

Telephone Reference: _____

Fingerprints/Background Check: _____

Date of Employment: _____

Name: _____ Date Available for Employment: _____

Address: _____

Phone Number: _____ Cell Phone: _____

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.

EDUCATIONAL/PROFESSIONAL TRAINING

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

*Attach a copy of diploma, degree, or transcript as proof of highest level of education.

WORK EXPERIENCE

Business Name	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.	Yes or No
1. Have you ever been dismissed or fired from a job?	
2. Have you ever received an unsatisfactory performance evaluation from an employer?	
3. Have you ever 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?	
4. Are you presently charged with committing any felony-grade crime, or a crime involving moral turpitude?	
5. Have you ever been investigated for allegations of sexual harassment?	
6. Have you ever been accused and/or investigated for a crime of child abuse or physical abuse?	
7. Do you have computer related work experience? If yes, please describe. _____	
8. Are you able to lift 35 pounds by yourself and 50 pounds with help?	
9. In the event that you are employed: Are you willing to participate in continuing education training funded by the school system?	

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

Secretary **Bookkeeper** : Typing/Keyboarding words per minute: _____

Skills/experience: MS Word MS Excel MS Access MS Power Point Email Filing
 Accounts Payable Payroll General Ledger Purchase Orders Bank Reconciliation
 Cash Receipts Other _____

Paraprofessional: Area of preference: Grade Level: K-5 6-8 9-12 Special Education Media

Do you hold a teaching certificate? Yes No State _____ Expiration Date: _____
Do you hold a paraprofessional certificate? Yes No **One of the following requirements must accompany application: College transcript showing Associates Degree or higher, 2 completed years of college(60 semester/90 quarter hours) OR passing score on the paraprofessional assessment.**

Maintenance/Grounds **Custodian** **Bus Driver**: Type of driver's license: Veteran's Regular CDL
Class: I III IV V
Skill Area: Carpentry _____ Electrical _____ Grounds _____ HVAC _____ Mechanic _____
Plumbing _____ Other: _____

Have you ever been convicted of driving under the influence of alcohol or drugs? Yes No
Have you ever been denied a driver's license or permit? Yes No
Has your driver's license or permit ever been revoked or suspended? Yes No
Has your driving privilege ever been limited by court action? Yes No
Have you been involved in a traffic accident in the past three years where you were the driver? Yes No
Are you able to operate a push and/or riding lawn mower? Yes No
Are you able to climb a 6 ft. ladder? Yes No
Can you stand for long periods of time (4 plus hours) on hard surfaces? Yes No
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
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.

Food Service: Food Service Worker Manager School Preference _____

Have you ever worked in a school lunchroom? Yes No
Can you stand for long periods of time (4 plus hours) on hard surfaces? Yes No
Are you willing to obtain a doctor's statement (dated within the last six months) that you can perform the duties of standing, lifting, and carrying? Yes No

Applicant 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 responses 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.

Date

Signature

The Atkinson County Board of Education 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.