

**APPLICATION FOR EMPLOYMENT
ECHOLS COUNTY BOARD OF EDUCATION**

Mr. Lance Heard, Superintendent
P.O. BOX 207
Statenville, GA 31648
System Web Page: <http://echols.k12.ga.us>

Circle One:

Mr.
Mrs.
Miss
Ms.

_____ Date of Application

_____ Phone Number _____

Address _____

Email Address _____

CIRCLE THE POSITION(S) FOR WHICH YOU ARE APPLYING:

PARAPROFESSIONAL
BUS DRIVER
SECRETARY

MAINTENANCE
MECHANIC
LUNCHROOM WORKER

SUBSTITUTE BUS DRIVER
SUBSTITUTE LUNCHROOM WORKER
SUBSTITUTE TEACHER

PERSONAL DATA

Do you have a Georgia Work Ready Certificate? (Circle Answer) YES NO
If YES, please attach copy of Work Ready Certificate

Educational Record: (Circle the highest grade or level completed)

Elementary 1 2 3 4 5 6 7 8

High School 9 10 11 12 Diploma G.E.D.

College 1 2 3 4 5 6 7 Degree _____

PLEASE ATTACH COPY OF DIPLOMA or GED along with Paraprofessional test scores if applying for paraprofessional position.

LIST COLLEGES, UNIVERSITIES, VOCATIONAL SCHOOLS AND/OR OTHER TRAINING INSTITUTIONS THAT YOU HAVE ATTENDED:

	Name of School	City/State	Degree/Certificate Received
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Do you have any experience with computers? Yes _____ No _____
If yes, please specify _____

Please state briefly why you are applying for work here:

AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD

List your last (3) employers:

Name of Firm _____ Supervisor _____
Address _____
Telephone Number _____ Date Hired _____ Date Left _____
Reason for Leaving _____

Name of Firm _____ Supervisor _____
Address _____
Telephone Number _____ Date Hired _____ Date Left _____
Reason for Leaving _____

Name of Firm _____ Supervisor _____
Address _____
Telephone Number _____ Date Hired _____ Date Left _____
Reason for Leaving _____

PROFESSIONAL REFERENCES

(Do not list relatives)

	Name	Address	Position	Phone No.
1.	_____			
2.	_____			
3.	_____			

The statements in this application are the truth, and I understand that any false statements may be the cause of dismissal. In accepting employment here, I hereby agree, that is with understanding that I will abide by the rules and regulations of the system.

Signature of Applicant

The Echols County Board of Education does not discriminate on the basis of race, age, sex, religion, national origin or handicap in educational programs and activities or in employment.

I understand that in the event I am offered a position Echols County Board of Education, I shall be required to be fingerprinted and have a criminal background check in accordance with the Official Code of Georgia Annotated 20-2-211 (e)(1).

I further understand that the information obtained from the criminal background check may be used in employment decisions.

I agree and consent for such background check and investigation to be conducted and agree to hold the school system and all officials, representatives, and employees of the foregoing harmless from all claims for libel, slander, defamation of character, invasion of privacy, intentional infliction of emotional distress, negligence, and similar claims.

1. Criminal Conduct

Have you ever been **convicted** of any crime, entered a plea of guilty, nolo contendere, suffered first offender adjudication, any similar criminal, quasi-criminal determination or adjudication other than minor traffic violations?

_____ Yes

_____ No

If the answer is yes, state the name and address of the court, the date of the alleged offense, a description of the charges, and an explanation of the final action taken, including any fines, probation, imprisonment, first offender adjudication, or similar disposition.

2. The Echols County Board of Education requires fingerprinting for a criminal background check of **ALL new employees (including substitutes)**. The system will reimburse the employee the cost when they are employed by the system. **Falsifying any of the above will nullify the reimbursement of the cost of the fingerprinting/background check.**

Name _____

Signature _____

Date _____

Background Check Procedure for Substitutes

(Not required for those applying for full-time work until hired.)

Background checks and fingerprinting for employment is conducted at the Echols County Sheriff's Dept. Office hours are 8am to 5pm and an appointment is usually not required. The fee for fingerprinting and background check is \$39.75 (EXACT cash or money order) and is to be paid to the Echols County Board of Education. The Sheriff's office also charges an additional fee of \$10 that will be paid directly to them.

What is required for the background check and fingerprinting?

- Our office will give you an authorization form and fingerprint cards to take to the Sheriff's Dept.
- You will need a Georgia issued I.D.

What is needed for the Echols Co. Board of Education?

- You will need to return your original application for employment to the Board office in Statenville. Once we receive your results from the Sheriff's Dept. your application package will be complete.
- At the next regular Board of Education meeting your application will be reviewed.