

**Kemper County School District**  
**Post Office Box 219, 159 Main Avenue, DeKalb, MS 39328**

**NON-CERTIFIED APPLICATION**

Position applying for \_\_\_\_\_ Date of Application \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State ZIP

Phone \_\_\_\_\_ SSN \_\_\_\_\_ Driver's License # \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes, what position and dates? \_\_\_\_\_

Are there any other experiences, skills or qualifications which you feel especially fit you for a position with our district? \_\_\_\_\_

**RECORD OF EDUCATION**

High school, college and/or technical education: A copy of your high school diploma, GED certificate, vocational certificate and/or official college transcript must be attached to this application.

Name and Location of High School \_\_\_\_\_

Highest Grade Level Completed \_\_\_\_\_ Year of Graduation \_\_\_\_\_ GED \_\_\_\_\_

**Training beyond high school (college or university, nursing, business college, military, vocational)**

Name & Location	Dates Attended		Major	Credits Earned	Degree to Date
	From	To			

**Personal References (other than relatives)**

Name	Address	Phone Number

Have you ever been discharged or asked to resign from a position? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, where? \_\_\_\_\_ Reason \_\_\_\_\_

Are you a U.S. citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a crime or any other violation other than traffic rules? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

**Employment History (list current position or last job held first) Attach additional sheet, if necessary.**

<b>1</b>	Company Name	Telephone
	Address	Dates of Employment
	Name of Supervisor	Salary
	Position or describe your work	Reason for Leaving

<b>2</b>	Company Name	Telephone
	Address	Dates of Employment
	Name of Supervisor	Salary
	Position or describe your work	Reason for Leaving

<b>3</b>	Company Name	Telephone
	Address	Dates of Employment
	Name of Supervisor	Salary
	Position or describe your work	Reason for Leaving

<b>4</b>	Company Name	Telephone
	Address	Dates of Employment
	Name of Supervisor	Salary
	Position or describe your work	Reason for Leaving

**PLEASE RETURN THIS FORM DIRECTLY TO:  
 Kemper County School District, Office of Personnel Services  
 Post Office Box 219, DeKalb, MS 39328**

**Recommendation Release Authorization**

Company \_\_\_\_\_

Address \_\_\_\_\_

I, the undersigned, request that the information solicited on the applicant recommendation form be released to the Kemper County School District. I understand and agree that this information will be treated as confidential by the Kemper County School District and will not be available to anyone other than authorized personnel employed by the school district. No signature means the applicant will have the right to read this reference.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applicant's Reference Blank**

\_\_\_\_\_ is applying for the position of \_\_\_\_\_ in the Kemper County School District and referred to you as one having personal knowledge of his/her qualifications. Please check the following factors for which you have adequate information on which to make an appraisal and add any supplementary comments which you think are pertinent. Your frank estimate of the applicant's qualifications will be appreciated and treated confidentially.

Factor to be Rated	Very High	High	Average	Low	Very Low
1. General intelligence					
2. Attendance record					
3. Reliability					
4. Cooperation & helpfulness					
5. Work habits attitude					
6. Attitude					
7. Good "common sense" judgment					
8. Adaptability to view ideas					
9. Open minded & receptive to suggestions					
<b>OVERALL RATING</b>					

Signature of person completing this report \_\_\_\_\_

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**PERMISSION FOR BACKGROUND CHECK**

Date \_\_\_\_\_

I, \_\_\_\_\_, give permission for the Kemper County School District to conduct a background screening check with law enforcement, the Child Abuse Central Registry, previous employers and any other person to determine my suitability in working with children. I understand that this permission is a part of my application for a position with the Kemper County School District. I further understand that this information will only be used in regard to the above application.

Signature \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_