

APPLICATION FOR EMPLOYMENT

**MCKENZIE SPECIAL SCHOOL DISTRICT
114 BELL AVENUE
MCKENZIE, TENNESSEE 38201
PHONE: 731-352-2246 FAX: 731-352-7550**

THE MCKENZIE SPECIAL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

In addition to this application, an interview will be required as part of the hiring and employment process. As you complete this application, please bear in mind the following:

- We reserve the right to check all information for accuracy and completeness.
- All applications for employment are a matter of public record.
- If you need accommodation(s) in order to complete this application, please notify the McKenzie Board of Education at 731-352-2246.

GENERAL INFORMATION

Name: _____
 Last First MI

Address: _____
 Street City State Zip

Phone Number: () _____

Social Security Number: _____
(Will be required upon employment)

Do you have a legal right to work in the U.S.? _____ Yes _____ No

Background Information

1. Are you able to perform the essential tasks of the job for which you are applying? _____
2. Have you ever been convicted of an offense other than a minor traffic violation? _____
(DUI and DWI convictions are not minor and must be reported.)
3. Have you ever been arrested for a felony? _____
4. Have you ever been charged with a felony? _____
5. Have you ever been convicted of a felony? _____
6. Have you ever been arrested (even if no contest or charges dropped or pled down) for sex-related offense? _____
7. Have you ever been charged (even if no contest of charges dropped or pled down) with a sex-related offense? _____
8. Have you ever been convicted (even if no contest or charges dropped or pled down) of a sex-related offense? _____

9. Have you ever been arrested (even if no contest or charges dropped or pled down) for a drug-related offense? _____
10. Have you ever been charged (even if no contest or charges dropped or pled down) with a drug-related offense? _____
11. Have you ever been convicted (even if no contest or charges dropped or pled down) of a drug-related offense? _____
12. Have you ever been arrested for an act of violence, including domestic violence? _____
13. Have you ever been charged for an act of violence, including domestic violence? _____
14. Have you ever been convicted for an act of violence, including domestic violence? _____

Position desired (check):

_____ Cafeteria _____ Educational Assistant _____ Clerical (Office) Work

_____ Maintenance

_____ Other – Describe: _____

PRIOR EMPLOYMENT HISTORY

List below all present and past employment information.

<u>Dates (From-to)</u>	<u>Place of Employment*</u>	<u>Type of Work</u>	<u>Supervisor</u>
------------------------	-----------------------------	---------------------	-------------------

*May we contact this employer? _____ Yes _____ No

EDUCATION AND/OR TRAINING

Do you have a high school diploma? _____ Yes _____ No

Please list graduate work and/or other courses of training you have completed:

List special qualifications and skills (licenses, skills, machinery, etc.) _____

Other comments: _____

*******IMPORTANT*******

I hereby affirm that the information provided on this application (and accompanying resume, if applicable) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I waive any right of privilege, privacy, and/or confidentiality I may have in the information provided by references or others whom I have indicated may be contacted.

Applicant's Signature

Date