

APPLICATION FOR GENERAL SUPPORT STAFF

**OXFORD CITY SCHOOL SYSTEM
310 E. Second Street
Oxford, AL 36203**

Position Applied For (check one or more)

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Teacher Aide |
| <input type="checkbox"/> Substitute | <input type="checkbox"/> Bus Driver |
| <input type="checkbox"/> Custodian | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Food Service Worker | <input type="checkbox"/> Other _____ |

Statement of Policy: The Oxford Board of Education is an equal opportunity employer. It is the policy of the Oxford City Schools that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

_____ Name (as shown on your Social Security Card)		_____ Name on employment records if different		_____ Social Security Number	
_____ Date of Application			_____ Date available for employment		
_____ Present Address					
_____ Street		_____ City		_____ State	
_____ Zip					
_____ Telephone Number			_____ Cell Number		
_____ E-mail Address					

Have you ever been convicted of a crime: Yes No If Yes, please explain –

Note: A conviction record will not necessarily be a bar to employment. Age and time of the offense, as well as the seriousness and nature of the violation, will be taken into consideration.

EMPLOYMENT RECORD: (List employment experiences beginning with the most recent. A resume will not substitute for his information.) If a position applied for is unavailable would you consider another position? Yes No

<u>Dates</u>	<u>Position</u>	<u>Name and Address of Employer</u>	<u>Reason for Leaving</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EDUCATIONAL BACKGROUND: (CIRCLE HIGHEST GRADE COMPLETED.)

Grade/High School-	Grade completed _____	graduate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
College/University-	Years completed _____	graduate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Business College-	Years completed _____	complete course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Technical School-	Years completed _____	complete course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other:	_____	complete course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

REFERENCES

Please list references that are qualified to provide information as to your work experiences. Applicant should provide three (3) references.

NAME	POSITION	ADDRESS	TELEPHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE READ AND SIGN THE FOLLOWING STATEMENT:

By filing an application for employment with the Oxford City School System, if employed, I agree to abide by all the policies as set forth by the Oxford City School System and give consent to the representatives of the Oxford City School System to contact references, previous employers, physicians, hospitals, schools attended, court officials and law enforcement authorities. Also, I understand that any misstatement or omission of any information requested shall be a reason for non-renewal of contract or dismissal from employment.

The application, transcript, references and other data are the property of the Oxford City School System and will not be returned to the applicant. This application will be classified as inactive after one (1) year unless updated every year.

Applicant's Signature

Date

The following items must be on file before the application will be processed and applicant given consideration:

1. Completed application
2. Resume'
3. References

The following items will be required upon the offer of employment:

1. Tuberculin test results (current)
2. Drug test results
3. Background and fingerprint check application submitted to the Alabama State Department of Education

Please return application to:
Debbie Nothdurft, Director of Human Resources
Oxford Board of Education
310 East Second Street
Oxford, Alabama 36203
Phone 256 241-3140 FAX 256 241-3163
Web site: www.oxfordcityschools.com

THE OXFORD CITY SCHOOL SYSTEM REQUIRES A DRUG-FREE WORKPLACE.

For Office Use Only

Date Interviewed: _____

References Checked: _____