



# Saraland City School System

943 Highway 43 South  
Saraland, AL 36571  
Phone: (251) 375-5420  
www.saralandboe.com

## Classified Application for Employment

*Applications must be mailed or hand-delivered. Faxed copies are not accepted.*

**PLEASE PRINT or TYPE INTO FORM**

**Date:** \_\_\_\_\_ **Social Security Number:** **XXX - XX -** \_\_\_\_\_

**Title:**  Mr.  Mrs.  Ms.  Dr. Last Four Digits

**Name:** \_\_\_\_\_  
Last First Middle Maiden  
List name as it appears on Social Security Card.

**Address:** \_\_\_\_\_ **Day Phone:** \_\_\_\_\_  
Street or P.O. Box  
\_\_\_\_\_  
City State Zip **Cell Phone:** \_\_\_\_\_

**E-Mail Address (required):** \_\_\_\_\_

### Classified Position(s) for which you are applying

- |                                                                            |                                                                               |                                                                |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> <i>Administrative</i><br>Specify: _____           | <input type="checkbox"/> <i>Custodial</i><br>Specify: _____                   | <input type="checkbox"/> <i>Manual Trade</i><br>Specify: _____ |
| <input type="checkbox"/> <i>Clerical / Technical</i><br>Specify: _____     | <input type="checkbox"/> <i>Child Nutrition / Cafeteria</i><br>Specify: _____ | <input type="checkbox"/> <i>Multi-craft</i><br>Specify: _____  |
| <input type="checkbox"/> <i>Teacher Assistant / Aide</i><br>Specify: _____ | <input type="checkbox"/> <i>Bus Driver / Aide</i><br>Specify: _____           | <input type="checkbox"/> <i>Other</i><br>Specify: _____        |

### Present Employment Status

\_\_\_\_\_  
Employer Position

Have you ever been employed by the Saraland School System?  Yes  No  
*If yes, list school(s), department(s), date(s), and reason for leaving:*

Have you ever pleaded guilty, been convicted, fined, imprisoned, nolo contendere, or placed on probation for violations of any law, police regulation, or ordinance, excluding minor traffic violations?  
 Yes  No *If yes, explain with details.*

Have you ever been discharged or forced to resign for misconduct or unsatisfactory service?  
*If yes, explain with details.*  Yes  No

EDUCATION						
	High School		Vocational Training / School	Junior / Community College	Undergraduate College / University	Graduate Professional
School Name / Location						
Numbers of Years Completed		or GED				
Diploma / Degree & Year of Graduation						
Dates Attended						
Describe Course of Study	N/A					

**Special Skills and Qualifications**

Summarize special job-related skills and qualifications from employment or other experience:

**Clerical**

- Typing
- Data Entry

**Computer knowledge**

- Excel
- Windows
- Word
- Access
- Power Point
- Microsoft Publisher

**Cafeteria**

- Food Handler Card
- Sanitation Course
- Computer Experience
- ServSafe Certificate

**Bus Driver**

- CDL
- State Certified

**Multi-craft**

- Apprentice
- Journeyman
- Master
- Certified
- On-Job Training

List any other related skills not identified above:

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<b>Employment Experience:</b> <i>Please list your last three employers.</i>		
<b>Employer</b>	<b>Dates Employed</b>	<b>Work performed / duties:</b>
<b>Address</b>	<b>From:</b>	
<b>Telephone Number</b>	<b>To</b>	
<b>Job Title</b>	<b>Number of years</b>	
<b>Reason for Leaving</b>		
<b>Employer</b>	<b>Dates Employed</b>	<b>Work performed / duties:</b>
<b>Address</b>	<b>From:</b>	
<b>Telephone Number</b>	<b>To</b>	
<b>Job Title</b>	<b>Number of years</b>	
<b>Reason for Leaving</b>		
<b>Employer</b>	<b>Dates Employed</b>	<b>Work performed / duties:</b>
<b>Address</b>	<b>From:</b>	
<b>Telephone Number</b>	<b>To</b>	
<b>Job Title</b>	<b>Number of years</b>	
<b>Reason for Leaving</b>		

**References**

Give **name, address and telephone number** of three (3) references who are **not related** to you and who can verify your work abilities:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State / Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State / Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State / Zip \_\_\_\_\_

**The Saraland School System is an Equal Opportunity Employer.** No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.

Saraland City School System  
 Division of Human Resources  
 943 Highway 43 South  
 Saraland, Alabama 36571

**Confidential Reference Form**

<b>To be completed by the Applicant</b>			
			XXX - XX -
Last	First	Middle/Maiden	Social Security Number
I have applied with the Saraland City School System for the following position: _____			
I authorize you to provide the Saraland City School System with information regarding my suitability for employment. I further release and hold harmless my former supervisor / employer from any action or liability provided or statement made in good faith. I understand the evaluator will be providing this information on a confidential basis to the Saraland City School System, and no to me, and I waive any right that I may have to review this reference.			
Signature: _____			Date: _____

<b>To be completed by the person providing the reference</b>			
1. How long have you known the applicant?	_____		
2. In what capacity do you know the applicant?	_____		
3. Were you the applicant's immediate supervisor?	_____		
4. Is the applicant still employed in the position where you knew him/her?	_____		
If not, what was his/her reason for leaving?	_____		
5. Did the applicant receive any disciplinary action or reprimand?	___ Yes	___ No	___ Not Known
6. Was the applicant asked to resign?	___ Yes	___ No	___ Not Known
7. If a vacancy existed in your school/business for which the applicant was qualified, would you recommend for employment?	_____		
___ Yes    ___ No    If no, please explain:	_____		
8. Are you aware of anything regarding this person's character that we should know about before we offer him/her a position?	_____		
___ Yes    ___ No    If yes, please explain:	_____		

Please check the appropriate column rating the following:	Below Average	Average	Above Average
Initiative – Has the quality of seeing what needs to be done and is judicious in doing it with or without directions.			
Ability to work with others – Has a cooperative and open-minded attitude in working with others in the solution of mutual problems. Respects the opinions, abilities and contributions of others.			
Reliability – Is consistent, dependable, and accurate in carrying responsibilities to a successful conclusion.			
Demonstrates knowledge of the subject area – Uses accurate, up-to-date information, establishes relationships among facts, concepts, principles and skills, uses multiple representations and explanations and responds accurately to student questions.			
Completes job requirements according to established timelines – Completes school reports, attendance reports, grade reports, etc. on schedule.			
Professional attitudes – Participates in activities which improve the status of the profession as a whole and of individual teachers.			
Manages time – Begins work promptly and makes effective use of time.			
Manages student behavior – Establishes classroom rules and procedures, monitors student adherence to rules and procedures, and stops inappropriate behavior using reasonable sanctions.			
Ability to stimulate learning – Maintains a classroom situation which stimulates the maximum growth of individual students.			

Name of Reference: _____	Position: _____
School / Agency Name: _____	Phone Number: _____
Address: _____	
Signature: _____	Date: _____