

Standard Application For Support Staff Positions in the Spring Cove School District

(PLEASE PRINT OR TYPE)

The Spring Cove School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

POSITION(S) APPLYING FOR

CLASSROOM AIDE	COACH	CUSTODIAN/ MAINTENANCE	FOOD SERVICE	SECRETARIAL/ CLERICAL

NAME	LAST	FIRST	MIDDLE	SOCIAL SECURITY NUMBER
ADDRESS	STREET			(AREA CODE) TELEPHONE
	CITY		STATE	ZIP CODE

EDUCATIONAL BACKGROUND

	HIGH SCHOOL	COLLEGE	OTHER
NAME OF SCHOOL			
YEARS COMPLETED			
DIPLOMA/DEGREE RECEIVED			

EXPERIENCE (PRESENT OR MOST RECENT FIRST)

Dates		Name Of Employer And Address		Your Title
From				
To		(Area Code) Telephone:		
Work Performed:			Reason For Leaving:	
Name & Title Of Supervisor:		Final Yearly Salary:		
Dates		Name Of Employer And Address		Your Title
From				
To		(Area Code) Telephone:		

Work Performed:		Reason For Leaving:	
Name & Title Of Supervisor:		Final Yearly Salary:	
Dates	Name Of Employer And Address		Your Title
From			
To			
		(Area Code) Telephone:	
Work Performed:		Reason For Leaving:	
Name & Title Of Supervisor:		Final Yearly Salary:	
Dates	Name Of Employer And Address		Your Title
From			
To			
		(Area Code) Telephone:	
Work Performed:		Reason For Leaving:	
Name & Title Of Supervisor:		Final Yearly Salary:	
Dates	Name Of Employer And Address		Your Title
From			
To			
		(Area Code) Telephone:	

REFERENCES

References Should Include Individuals Who Have First-Hand Knowledge Of Your Professional Competence And Your Personal Qualifications. References will not be contacted without your verbal approval.

NAME	POSITION	ADDRESS	TELEPHONE

OTHER QUALIFICATIONS

Summarize Special Job-Related Skills And Qualifications Acquired From Employment Or Other Experiences (Including U.S. Military Service) And/Or State Any Additional Information You Feel May Be Helpful In Considering Your Application, I.E. Honors, Awards, Activities, Technology Skills Or Professional Development Activities:

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GENERAL BACKGROUND INFORMATION

You Must Give Complete Answers To All Questions. If You Answer "Yes" To Any Question, You Must List All Offenses, And For Each Conviction Provide Date Of Conviction And Disposition, Regardless Of The Date Or Location Of Occurrence. Conviction Of A Criminal Offense Is Not A Bar To Employment In All Cases. Each Case Is Considered On Its Merits. Your Answers Will Be Verified With Appropriate Police Records.

Criminal Offense Includes Felonies, Misdemeanors, Summary Offenses And Convictions Resulting From A Plea Of "Nolo Contendere" (No Contest).

Conviction Is An Adjudication Of Guilt And Includes Determinations Before A Court, A District Justice Or A Magistrate, Which Results In A Fine, Sentence Or Probation.

You May Omit: Minor Traffic Violations, Offenses Committed Before Your 18th Birthday Which Were Adjudicated In Juvenile Court Or Under A Youth Offender Law, And Any Convictions Which Have Been Expunged By A Court Or For Which You Successfully Completed An Accelerated Rehabilitative Disposition Program.

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|--|--------------------------|-----|--------------------------|----|
| Were You Ever Convicted Of A Criminal Offense? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Are You Currently Under Charges For A Criminal Offense? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Have You Ever Forfeited Bond Or Collateral In Connection With A Criminal Offense? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Within The Last Ten Years, Have You Been Fired From Any Job For Any Reason? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Within The Last Ten Years, Have You Quit A Job After Being Notified That You Would Be Fired? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Are You Subject To Any Visa Or Immigration Status, Which Would Prevent Lawful Employment? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

Note: If You Answered "Yes" To Any Of The Above Questions, Please Provide A Detailed Explanation On A Separate Sheet Of Paper, Including Dates, And Attach It To This Application. Please Print And Sign Your Name On The Sheet, And Include Your Social Security Number.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements herein as may be necessary to arrive at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and policies of the spring Cove School District.

Date

Signature of Applicant (In Ink)
[Must Be Original]