



Rankin County School District

TRADITION OF EXCELLENCE

# RANKIN COUNTY SCHOOL DISTRICT EMPLOYMENT APPLICATION FOR CLASSIFIED STAFF

1220 Apple Park Place | P O Box 1359 | Brandon, Mississippi 39042  
Phone 601-825-5590 | Fax 601-825-2618 | www.rcsd.ms

Date of Availability

Position Desired

Date of Application

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
AS NAME APPEARS ON SOCIAL SECURITY CARD

Present Address: \_\_\_\_\_  
STREET CITY STATE ZIP CODE TELEPHONE NUMBER

Permanent Address: \_\_\_\_\_  
STREET CITY STATE ZIP CODE TELEPHONE NUMBER

E-mail Address: \_\_\_\_\_

## EDUCATION (Check One or More)

High School Years Completed: 1  2  3  4  Diploma: Yes  No

College: 1  2  3  4  Degree(s): BS  BA  Masters  Doctorate

GED: Yes  No

Do you hold a Mississippi Teacher License? Yes  No

Endorsements: \_\_\_\_\_  
CLASS TYPE MAJOR TEACHING AREAS

Do you hold the any of the following certificates? If so, attach a current copy.

- School Bus Drivers Certificate
- School Food Service Supervisor Certificate
- School Food Service Manager Certificate

Have you previously been employed by Rankin County School District? Yes  No

If you are presently employed, list company name and type of work.

\_\_\_\_\_  
\_\_\_\_\_

List the office machines you operate:

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

NAME OF EMPLOYER	CITY & STATE	TYPE OF WORK	REASON FOR LEAVING THIS POSITION	DATES

Have you ever been asked to resign, been discharged, or failed to be reemployed? Yes  No

If yes, give details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been charged with or convicted of a criminal or civil offense, either a misdemeanor or felony? Yes  No

If yes, please explain in detail the nature of the offense, the date you were arrested or charged, the outcome and your version of the facts associated with each offense or crime that you were either arrested for or convicted of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been charged with or arrested or convicted of a civil or criminal sexual offense? Yes  No

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

Are you a citizen of the United States? Yes  No

\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

<b>NAME</b>	<b>OFFICAL POSITION</b>	<b>ADDRESS</b> <small>(STREET, CITY, STATE, ZIP)</small>	<b>TELEPHONE NUMBER</b>

**Read carefully and sign the following statement:**

By my signature I attest that the information contained in this application is true and represents me accurately. If employed, I agree to abide by all the policies approved by the Board of Education and will cooperate fully with in-service programs for improvement. I understand that this application will remain in the active file for a period of one year and will be classified as inactive unless I notify the personnel office in writing to keep the application current.

I give my permission for the Rankin County School District to conduct a background screening check with any law enforcement agency, the Child Abuse Central Registry, previous employers, and any other persons, corporation, or public agencies or entities to determine my suitability in working with children and my past employment history. I understand that this permission is a part of my application for a position with the Rankin County School District. I understand that should any felony or misdemeanor charges or convictions appear on my record which I have not previously disclosed in writing to the Rankin County School District, then said school shall have the right to deny me employment and I do hereby agree to immediately resign from my position of employment and accept immediate termination, without a hearing, the same being hereby waived.

I do further agree and direct that said agencies, previous employers or companies may release to the Rankin County School District any and all personnel files or factual information or written documentation concerning any civil or criminal charge or conviction or facts related thereto as may be on file with such agency.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**FOR RANKIN COUNTY SCHOOL DISTRICT USE ONLY**

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RANKIN COUNTY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF AGE, GENDER, RACE, RELIGION, HANDICAP, OR NATIONAL ORIGIN.