



FRONTIERS

Extended Day Enrichment Program

the after-school program of Rankin County School District

135 S. College Street ~ Brandon, MS 39042

Phone: (601) 825-9714

Dear Applicant:

Thank you for your interest working for Frontiers! We are always interested in receiving applications and talking to prospective employees. Please read this letter carefully. It will aid you in successfully completing this application and understanding required processes.

POSITIONS (all part-time, hourly paid, no benefits):

High School Assistant: \$8.05/hr - Current High School Seniors ONLY; Daily early dismissal required

Instructor: \$10.01/hr - High school graduates or older; High School Diploma or GED required

Substitutes: \$8.05/hr - College age & up with schedule conflicts that prevent the applicant from working the required days and hours below

HOURS:

Basic hours for ALL positions are 1:30 pm until 6:00 pm operating on the school calendar. Actual times will depend on Frontiers site assignment. Conflicts that interfere with these hours may result in only being eligible for a Substitute position.

PROCESSING:

If hired, the following documents are required to complete processing for ALL positions. No one will not be allowed to accompany you during interviews, training sessions, fingerprinting, or processing. Please make necessary arrangements for children, if applicable, or you will be required to reschedule.

- **High School Diploma or GED** (*Most recent report card for High School Seniors*)
- **A bank/depository account & corresponding voided check:** School district employees are paid via direct deposit - once a month, on the last working day of the month. During processing, applicants must submit a voided check or letter from his or her bank to verify account and routing numbers.
- **Signed social security card:** This must be the ***actual*** card; copies will not be accepted.
- **ONE form of valid/current photo identification from this list:** Driver's License, State Issued ID card, Passport, College ID card, or Native Tribal Document, if applicable. (*High School applicants who do not possess photo identification must submit their most recent report card.*)
- **Applicants 18 and older:**
 - **Completion of Background Check and Child Abuse Registry:** We cannot accept background checks performed by any other agency. \$40 CASH fee is required.

APPLICATION TIPS:

- Be sure to write legibly and complete all required information.
- List **FOUR** references and the required information for each.
- Zones/areas you prefer to work will be considered – not guaranteed. Select all that apply.
- Completed applications may be mailed, emailed, or dropped off at our office. Please call our office for information on emailing applications.
- All applicants will be considered; however, only selected applicants will be interviewed. Applications will be kept on file for one school year.

**For more information, contact us at the number shown above. Thanks again for your interest in Frontiers...
We look forward to meeting you!**



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EMPLOYMENT APPLICATION FOR CLASSIFIED STAFF

NAME: _____ TODAY'S DATE: ____ / ____ / ____
(LAST) (FIRST) (MIDDLE)

HOME ADDRESS: _____
(CITY) (STATE) (ZIP)

MAILING ADDRESS (if different): _____
(CITY) (STATE) (ZIP)

PRIMARY PHONE: (_____) _____ SECONDARY PHONE: (_____) _____

EDUCATION

Highest degree earned: [] Current High School Senior [] High School Diploma [] GED [] College

High School Attended/Attending: _____ Graduation Year: _____

College Attended/Attending: _____ City: _____ State: _____

Please list majors, degrees, trainings or certifications: _____

WORK AVAILABILITY

NOTE: HIGH SCHOOL SENIORS MUST HAVE EARLY DISMISSAL TO BE CONSIDERED ELIGIBLE FOR EMPLOYMENT.

Date you can start work: ____ / ____ / ____ Position Desired: _____

General work hours are Monday through Friday from 1:30 p.m. to 6:00 p.m. Please list your work availability below (consider conflicts due to college courses, night classes, other jobs, etc.)

MONDAY: _____ to _____ TUESDAY: _____ to _____ WEDNESDAY: _____ to _____

THURSDAY: _____ to _____ FRIDAY: _____ to _____

WORK HISTORY

Have you ever been employed with Rankin County School District? [] YES [] NO

If YES, list position held: _____ Dates: _____

Current Place of Employment: _____ Type of Work: _____

May your current employer be contacted? [] YES [] NO

If YES, list contact person: _____ Phone: (_____) _____

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

All applicants will be considered; however, only selected applicants will be interviewed.

Applications remain on file for duration of the current school year.

WORK HISTORY (CONTINUED)

PLACE OF EMPLOYMENT	POSITION HELD	REASON FOR LEAVING	DATES OF SERVICE <i>(Example: 2016 to 2018)</i>

Have you ever been asked to resign, been discharged, or failed to be rehired? YES NO If YES, explain:

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

If YES, 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, 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:

Are you a citizen of the United States? YES NO

List any specific experience you have in working with children: _____

Why are you interested in working for Frontiers? _____

List anyone you know who currently works for Frontiers or has worked for Frontiers in the past: _____

Which area(s) can you work? *(Check all that apply)*: Brandon zone McLaurin Northwest Rankin zone
 Richland zone Florence zone Pelahatchie Pisgah ANY

