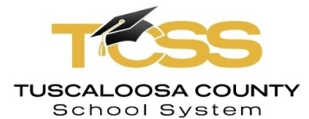


Application for Employment
 (Non-Instructional Classified Support Positions)



Personal Information				
Last Name		First Name		Middle Initial
Birth Date		Social Security Number		
Address	City	State	Zip	
Home Phone Number	Cell Phone Number	Email Address		
Employment Preference				
Position(s) you are applying for:				Available start date

Educational Background			
High School Name	Location	Years Attended	Diploma/GED
Vocational School Name			Diploma/Certification
College Name			Degree Awarded
College Name			Degree Awarded

Employment History (A resume may be attached for this section) – Start with most recent position		
Employer (1)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving	Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Briefly describe your duties and accomplishments		

Application for Employment
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Employer (2)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving	Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Briefly describe your duties and accomplishments		
Employer (3)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving	Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Briefly describe your duties and accomplishments		
Employer (4)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving	Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Briefly describe your duties and accomplishments		

References (at least two must be work-related)			
Name	Relationship to applicant	Phone Number	Email Address

Application for Employment
(Non-Instructional Classified Support Positions)



CERTIFICATION OF APPLICATION FOR EMPLOYMENT

Please read the following statements carefully and initial the boxes as confirmation of your having read and accepted these conditions:

_____ I certify that, to the best of my knowledge, all information provided by me on this employment application and all other information provided by me in the course of applying for employment with the Tuscaloosa County School System is truthful, accurate, and complete.

_____ I consent to the submission of my fingerprints to the Alabama Bureau of Investigation and the Federal Bureau of Investigation for reports on my criminal history, and I consent to the release of such criminal history background information to the State Department of Education and any local board of education with whom I seek employment. I hereby release the Alabama State Department of Education, the Tuscaloosa County School System and its employees, representatives, and agents thereof from any and all liability claims or damages for the acquisition and use of information obtained from these sources or developed as a result of contacting the previously named sources.

_____ Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

_____ I hereby authorize the Tuscaloosa County School System with whom I seek employment to obtain information relating to my current and previous employment, education, personal history records, military service records, and criminal history records.

_____ I hereby authorize the release of any information relating to my current and previous employment, education, personal history records, military service records, and criminal history records. I fully waive any rights or claims I have against the organization(s), its employees, representatives, and agents providing such information from any and all liability claims or damages that may directly or indirectly result from the use, disclosure, release or omission of any such information by any person or party.

_____ I understand that, if employed in a position that requires driving as one of the tasks, it is my duty to immediately advise my department head in writing of all traffic accidents and/or driving violation citations I have received or may receive in the future. Furthermore, it is my duty to immediately advise my department head in writing of changes in my health condition that may present a threat of harm to my own health or safety, or to the health and safety of others. Failure to comply may be deemed just cause for termination by the local board of education. I further understand that every local board of education within Alabama has a vital interest in maintaining safe, healthful, and efficient working conditions for its students, the public, and vehicle operators. Using or being under the influence of alcohol and/or drugs on the job is illegal and may pose serious safety and health risks not only for the user, but to all those who come in contact with the user. The possession, use or sale of alcohol or an illegal drug poses unacceptable risks to safe, healthful, and efficient operations.

_____ (If required by job description)
a. I hereby understand and agree to submit to pre-employment alcohol and drug testing, pursuant to the Code of Federal Regulations (49 CFR §382), which requires CDL drivers who wish to be considered for employment to submit to pre-employment alcohol and drug testing.
b. I understand that any CDL driver applicant who is unwilling to agree to these conditions should not apply for employment to any board of education or specialty school within Alabama.
c. I understand that a positive alcohol and/or drug test, or a refusal to test, will result in an application for employment no longer being considered or a withdrawal of an offer of employment, if an offer has been made.

The Tuscaloosa County School System does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Your application once submitted, become the property of the Tuscaloosa County School System and are public records. Your application will be kept on file for one year.

Applicant Signature: _____ Date: _____