

Last Name: _____ First Name: _____

Position Applying For: _____

Date Filed: _____

KRS 160.380 requires applicants to provide picture identification (i.e. Driver's license, etc.). Please attach below. Kentucky law does not allow us to consider your application without picture identification.

DRIVER'S LICENSE
(Photo Identification)
GOES HERE

Bell County School District

**Extracurricular Employment
Instructions and Application**

For this type of employment, state law requires a national and state criminal history background check and have a letter, provided by the individual, from the cabinet for health and family services stating the employee is clear to hire based on no findings of substantiated child abuse or neglect found through a background check of child abuse and neglect records maintained by the cabinet for health and family services as a condition of employment.

**TOM GAMBREL, SUPERINTENDENT
211 VIRGINIA AVENUE
PINEVILLE, KENTUCKY 40977**

**Phone: 606-337-7051 Fax: 606-337-1412
Visit our Web Site: <http://www.bell.kyschools.us>**

Thank you for your interest in working with students in the Bell County School District.

The Bell County School District does not discriminate on the basis of race, color, national origin, genetic information, age, marital status, sex or disability in employment, educational programs or activities and provides equal access to the Boy Scouts and other designated youth groups as set forth in the Title IX, Title VI or Section 504. For inquiries involving nondiscrimination policies please contact: 504/Title IX Coordinator, PO Box 340, 211 W. Virginia Avenue, Pineville, KY 40977, (606) 337-7051.

Applications –

Any person wishing to seek employment in the Bell County School System must have a completed application on file in the district office. All required pre-requisites must be met before a person can begin employment and receive payment from the board of education.

Record Check -

Current Criminal Record Check. This requires the taking of your fingerprints. One record check will be sent to the FBI and the other to the Kentucky State Police.

Central Registry Check –

Any person wishing to seek employment in the Bell County School System must have completed a Central Registry Check with the Cabinet for Health and Family Services for Child Abuse/Neglect. The cost for this is **\$10.00**.

Verification of Employment Eligibility Form -

Must be completed at Central Office and presented to the Personnel Office with required forms of identification. KRS 160.380 requires a photo identification to be submitted for any applicants after 6/20/05.

Medical Exam (includes TB skin test) -

Attached is a medical exam form along with an authorization form to have your required exam done. Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted and may be performed by: a licensed physician, physician assistant (PA), or advanced registered nurse practitioner

Drug Screening-

As of 7/1/05, school Board Policy requires a pre-employment drug screen. **Drug Free/Alcohol Free Policy is**

ATTACHED

W-4 and K-4 Withholding Forms -

For pay purposes-Attached. Questions should be addressed to the Bell County School District Finance Director. Federal and state employee's withholding exemption certificates. U.S. law requires that, if hired, you must furnish your social security card* and one of the following documents within 72 hours of starting work (Furnish to Finance Director-Payroll Office)

- A card issued by Federal, State or local government showing your identity
- Driver's license, or state issued I.D. card with photo
- School I.D. card with photo
- Current INS Forms with employment authorization stamp
- U.S. passport
- Voter's registration card
- U.S. military card or other draft card

*If you do not have a social security card, you may present an original or copy of a U.S. birth certificate, or Department or State Forms FS-545 or DS-1350 or INS Forms I-327, I-571, I-197, I-179.

COACHING TRAINING/REGULATIONS (Paid and Volunteer)

- Coaches will work in direct supervision of their principal, district athletic director and high school coach of the sport they are involved with. (Exp. All girls' basketball coaches should work with the high school girls coach.)
- All Coaches will be required to attend clinics if they are held.
- Coaches will have a preseason meeting and review Coaches Handbook adopted by BCBOE.
- Coaches must meet guidelines and qualifications established under KRS 150.070, KRS 160.445, and KRS 160.380, the KHSAA and the BCBOE:
 - a. be 21 years old,
 - b. hold a high school diploma
 - c. complete the application process including a drug screen and back ground check,
 - d. and complete all sports safety requirements.
- Coaches should adhere to KHSAA Guidelines concerning Sportsmanship guidelines and will face the same sanctions if ejected from any competition (Two game suspension).

BELL COUNTY SCHOOL DISTRICT

APPLICATION FOR EXTRACURRICULAR EMPLOYMENT

All applications shall require response concerning the relationship of the applicant to the Superintendent or a Board of Education member of Bell County School District. "Relative" shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, and daughter-in-law.

Are you a relative of the Superintendent? YES NO

Are you a relative of a member of the Board of Education? YES NO

If 'yes' to either question, list person and relationship: _____

I. PERSONAL DATA

Full Name _____ Soc. Sec. No _____

Present Address _____ Tel. No. _____

Permanent Address _____ Tel. No. _____

Email Address _____

Present Employment _____

Present Position _____

Have you ever been employed by the Bell County School District? YES NO If 'yes', in what capacity and when? _____

Have you ever been dismissed from a position? YES NO

Have you ever been asked to resign from a position? YES NO

On what date would you be available to work? _____

II. REQUIRED RESIDENCE INFORMATION

KRS 160.380 REQUIRES RESIDENCY INFORMATION
Identify all states in which you have maintained residence and specify the dates of your residence. If additional space is needed, attach sheet.

State of Residence	Address	From (Date)	To(Date)

III. CONVICTION QUESTIONS

1. Have you ever been convicted of an offense against the law, other than a minor traffic violation? YES NO

2. Have you ever been convicted of or pleaded guilty to a felony? YES NO

If "yes", explain: _____

3. Has a State Agency in any state ever issued a determination, or finding, or cause, or reason to believe or suspect that you had engaged in any physical, psychological, or sexual abuse or neglect of a child? YES NO

If you answered "YES" to any of the above, explain below or on an attachment, giving date and location.

IV. REFERENCES

Work Related (Former employee, teacher, coach, etc.)

Name	Title	Phone	Address, City, State, and Zip Code, (must be complete)

Personal: Two people NOT associated with the Bell County School System

Name	Title	Phone	Address, City, State, and Zip Code, (must be complete)

VI. EDUCATIONAL AND PROFESSIONAL DATA

High School	Name of School: _____ Address: _____
Undergraduate College or University	Name of School: _____ Address: (City/State): _____ If you have not graduated, what is your major? _____ What area(s) will you be certified in? _____ Dates Attended: _____ Projected Graduation Date, if you are a student: _____ Degree and Program Completed: _____ Date Completed: _____
Master or fifth year College or University	Name of School: _____ Address: (City/State): _____ Degree and Program Completed: _____ Dates Attended: _____ Graduation Date: _____
Rank I/EDS College or University	Name of School: _____ Address: (City/State): _____ Degree and Program Completed: _____ Dates Attended: _____ Graduation Date: _____

VII. COACHING EXPERIENCE

School Year	# Years	Position	Grade/Subject	Name and Address of School and District	Name of Principal

VII. DRUG/ALCOHOL FREE POLICY

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND YOUR SIGNATURE INDICATES YOU UNDERSTAND AND AGREE TO THE TERMS DESCRIBED.

THERE IS IMPORTANT INFORMATION CONTAINED BELOW REGARDING OUR EMPLOYEE DRUG TESTING PROGRAM.

1. You must complete all sections of this application. If you are unable to complete the information requested in the space provided, please add an attachment. You are also encouraged to submit a resume with the application. Making false statements or omitting information on the application may be grounds for dismissal.
2. Applicants are responsible for notifying the Bell County Public Schools for consideration for vacancies when they occur. Applications will be on file for three (3) years. You should update the application annually. If you wish to withdraw this application, please notify the Bell Co School District.
3. Upon employment, the individual assumes responsibility for the accurate completion of all documents and presentation of documentation as outlined in Kentucky Regulatory Statutes and Kentucky Administrative Regulations: a valid Kentucky teacher's certificate or a Statement of eligibility valid for the subject and grades or administrative position hired, official transcript of all college credits, I-9 form to verify the legal status and work eligibility of all new hires, national and state criminal background checks, medical examination, TB skin test. Employment with Bell County Public Schools is contingent upon satisfactory completion of criminal record checks and pre-employment drug testing.
4. I hereby authorize representatives of the Bell County Public Schools to contact all persons and entities listed on this application and reference forms and to make all other contacts, inquiries and investigations which they deem necessary in order to verify my education, employment, and police history, including but not limited to contacting current/past employers, education institutions, and law enforcement agencies. I hereby consent to the release of any such information by third persons and I understand that the Bell County Public Schools will keep such information in confidential files.
5. I hereby state that all information provided by me in connection with this application for employment is true, correct and complete. I understand that if I am employed, any misstatement or omission of fact or otherwise on this application or other material submitted in connection therewith shall be cause for immediate discharge.
6. I hereby release the officers, agents, employees and directors of each of my past employers from any and all liability arising from disclosure of personnel records and from verbal appraisals of my past performance made to the Bell County Public Schools.

Drug-free Alcohol-Free Schools

- I have been provided a copy of the district Drug-Free/Alcohol-Free Schools policy (03.13251). I have read this and understand it and agree to abide by it.**
- I acknowledge that the results of any substance abuse screening that I receive will be transmitted to the Drug Coordinator and the Superintendent.**
- I understand that, as an applicant, if I refuse to complete any part of the drug testing procedure that I cannot be considered a valid candidate for employment with the Bell County School District and that I will be considered as having withdrawn my application for employment. I will not be eligible to reapply for at least a 12 month period and must show proof of successful completion of a drug rehabilitation program or proof that I am not engaging in illegal drug use.**

Applicant's Signature: _____ **Date:** _____