

**APPLICATION FOR GENERAL SUPPORT STAFF**

**OXFORD CITY SCHOOL SYSTEM**

Position Applied For (check all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Aide                      | <input type="checkbox"/> Custodian           | <input type="checkbox"/> Maintenance      |
| <input type="checkbox"/> Bookkeeper/Secretary      | <input type="checkbox"/> Extended Day        | <input type="checkbox"/> Nurse            |
| <input type="checkbox"/> Bus Driver                | <input type="checkbox"/> Food Service Worker | <input type="checkbox"/> Office Assistant |
| <input type="checkbox"/> Computer Maintenance Tech | <input type="checkbox"/> IT Support          | <input type="checkbox"/> Other _____      |

**Statement of Policy:** The Oxford Board of Education is an equal opportunity employer. It is the policy of the Oxford City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. The Oxford City Board of Education provides equal access to the Boy Scouts and other designated youth groups.

_____ Name (as shown on your Social Security Card)	_____ Name on employment records if different	_____ Social Security Number
_____ Date of Application	_____ Date available for employment	
_____ Present Address	_____ City	_____ State
_____ Telephone Number	_____ Email	_____ Zip

Have you ever been convicted of a crime:  Yes  No If Yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

**Note:** A conviction record will not necessarily be a bar to employment. Age and time of the offense, as well as the seriousness and nature of the violation, will be taken into consideration.

**EMPLOYMENT RECORD:** (List employment experiences beginning with the most recent. A resume will not substitute for his information.) If a position applied for is unavailable would you consider another position?  Yes  No

<u>Dates</u>	<u>Position</u>	<u>Name and Address of Employer</u>	<u>Reason for Leaving</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EDUCATIONAL BACKGROUND:** (CIRCLE HIGHEST GRADE COMPLETED.)

Grade/High School-	Grade completed _____	graduate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
College/University-	Years completed _____	graduate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Business College-	Years completed _____	complete course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Technical School-	Years completed _____	complete course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other:	_____	complete course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	_____			

**REFERENCES**

Please list references that are qualified to provide information as to your work experiences. Applicant should provide three (3) references.

NAME	POSITION	ADDRESS	TELEPHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been dismissed from an employment position?  Yes  No If Yes, please explain -  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been asked to resign from an employment position?  Yes  No If Yes, please explain -  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been investigated for misconduct related to your employment?  Yes  No If Yes, please explain -  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ AND SIGN THE FOLLOWING STATEMENT:**

By filing an application for employment with the Oxford City School System, if employed, I agree to abide by all the policies as set forth by the Oxford City School System and give consent to the representatives of the Oxford City School System to contact references, previous employers, physicians, hospitals, schools attended, court officials and law enforcement authorities. Also, I understand that any misstatement or omission of any information requested shall be a reason for non-renewal of contract or dismissal from employment.

The application, transcript, references and other data are the property of the Oxford City School System and will not be returned to the applicant. This application will be classified as inactive after one (1) year unless updated every year.

\_\_\_\_\_  
Applicant's Signature Date

The following items must be on file before the application will be processed and applicant given consideration:

1. Completed application
2. Resume'
3. Proof of High School Graduation or GED

If employment is offered, additional information will be required

**Please return application to:**  
**Mr. Michael Maniscalco, Director of Human Resources**  
**Oxford Board of Education**  
**PO BOX 7670**  
**Oxford, Alabama 36203**  
**Phone 256 241-3140 FAX 256 241-3163**  
**Web site: [www.oxfordcityschools.com](http://www.oxfordcityschools.com)**

**THE OXFORD CITY SCHOOL SYSTEM REQUIRES A DRUG-FREE WORKPLACE.**

For Office Use Only

Date Interviewed: \_\_\_\_\_  
References Checked: \_\_\_\_\_