

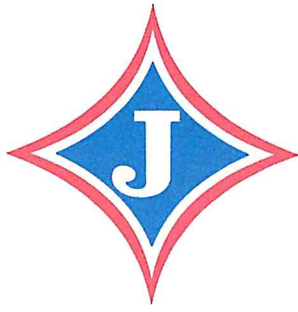
Jefferson City Schools
NON-CERTIFIED STAFF APPLICATION PROCESS

- 1. Print / complete the application and general information sheet; print reference forms and have them completed and returned**
 - If you hold an active Georgia Teaching Certificate or active Georgia Parapro Certificate, continue to step 2;
 - If applying for a para-pro position and do not have an active Georgia Parapro Certificate, please contact Angela Vinson at angela.vinson@jeffcityschools.org for information on steps needed (then continue to step 2).**
- 2. Have a background check completed**
 - Bring a \$48.25 money order (made payable to Jefferson City Schools) to the Board of Education (345 Storey Lane, Jefferson GA 30549);
 - You will receive an ORI number that you will take to the Jackson County Courthouse in order to have the fingerprinting completed.**
- 3. Provide completed paperwork to the Board of Education office**
 - Completed application, general information sheet, reference forms, proof of education (diploma or GED), valid teacher certificate/parapro certificate if applicable, copy of driver's license and social security card.**

When all of the above is complete, your name will be submitted to the Board for approval. The Board meets the 2nd Thursday of each month (requirements must be met no later than the Tuesday prior to the Board meeting in order for your name to be submitted for approval. Once approved by the Board, you will receive information (via email) regarding completing other paperwork on our YOSS on-boarding platform.

CHECKLIST

- _____ Completed Application and General Information Sheet
- _____ Reference Forms (2)
- _____ Proof of Education
- _____ Valid Teaching Certificate / Para-ProCertificate (if applicable)
- _____ Background Check
- _____ Copy of Driver's License
- _____ Copy of Social Security Card or Valid Passport



JEFFERSON CITY SCHOOLS
345 STOREY LANE
JEFFERSON, GA 30549
(706) 367-2880

APPLICATION FOR NON-CERTIFIED POSITION

Date _____

Last Name **First Name** **Middle Name**

Street Address

City **State** **Zip Code** **Phone Number**

Social Security Number

POSITION PREFERENCE _____

EDUCATION _____

EMPLOYMENT HISTORY

REFERENCES

(Include names, addresses, and telephone numbers)

PERSONAL INFORMATION

Why do you wish to change your present position?

Have you ever been convicted of a felony or misdemeanor other than traffic offense? _____

If yes, please explain

Signature

Date

The Jefferson City School System is an Equal Opportunity Employer. It is the policy of this System not to discriminate on the basis of race, color, sex*, physical handicap**, national origin, or age in its employment.

*Title IX-1972 Education Amendments

**1973 Rehabilitation Act

JEFFERSON CITY SCHOOL SYSTEM
EMPLOYEE GENERAL INFORMATION SHEET

NAME

DATE OF BIRTH

SOCIAL SECURITY #

ADDRESS

PERSONAL EMAIL

HOME PHONE #

CELL PHONE #

MARITAL STATUS

Single

Married

CERTIFICATE

_____ **YRS EXP** _____

POSITION

LOCATION

JES

JA

JMS

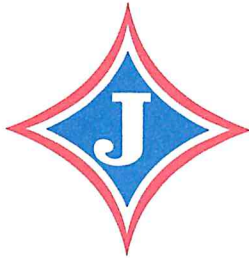
JHS

START DATE

Office Use Only

CPI _____

Account Code(s) _____



Jefferson City Schools
Jefferson, Georgia 30549
Non-Certified Confidential Reference Form

Dear _____
(Please type or print the reference name.)

_____ has applied for a job as a substitute teacher and has given your name as a reference. Thank you for your assistance in completing this form. Your reply will be used in a confidential manner.

Please use the following scale in rating the applicant

(1) superior; (2) above average; (3) average; (4) below average; (5) not observed.

I. PERSONAL

Exhibits poise and self control	_____
Communicates effectively (language usage, clarity, etc.)	_____
Handles situations tactfully (common sense)	_____
Relates well to-school age-children	_____
Ability to take constructive criticism	_____

II. JOB EFFECTIVENESS

Ability to follow written directions (lesson plans)	_____
Ability to keep records	_____
Efficient use of time	_____
Ability to follow a schedule	_____
Ability to maintain class order	_____
Ability to use textbooks and other printed material	_____

III. OVERALL EVALUATION

In what relationship have you had the opportunity to judge the applicant?

Would you employ/re-employ this applicant? _____ Please use the reverse side of this form for further comments.

Signature (reference)

Date

Present Position

Organization

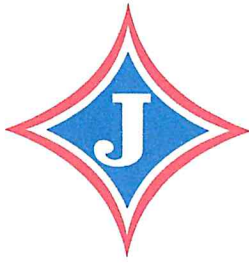
Address

Telephone

City

State

Zip Code



Jefferson City Schools
Jefferson, Georgia 30549
Non-Certified Confidential Reference Form

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Zip Code