



Glascok County Board of Education Classified Employment Application

738 Railroad Avenue
P.O. Box 205
Gibson, Georgia 30810
Phone: (706) 598-2291
Fax: (706) 598-2611

Dear Applicant:

1. In order for us to consider your application for employment, we must have all information requested. Applications that do not contain adequate information will either be delayed or not processed.
2. Please print or type all information.
3. You **MUST** sign application (see last page) and include the following:
 - a. A copy of your high school diploma, or GED certificate, and/or transcripts from each college or university attended.
 - b. Contact information on previous employers and/or immediate supervisors under who you have worked.

General Information:

Last Name	First	Middle	Social Security Number
Current Address	City, State		Zip Code
Email Address	Primary Telephone Number		Secondary Telephone Number
Have you ever been employed by the Glascok County Board of Education? (yes or no) <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, list position(s) held:

Position Desired:

Check position(s) desired		
<input type="checkbox"/> Paraprofessional *	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Transportation **
<input type="checkbox"/> Secretary	<input type="checkbox"/> Custodial	<input type="checkbox"/> Food Service
<input type="checkbox"/> Substitute Teacher	<input type="checkbox"/> School Nurse	<input type="checkbox"/> Other Position
* Provide copy of paraprofessional certificate, GACE Paraprofessional scores, and/or college transcript equivalent		
** Identify Driver's License Class		

Education:

Verification of Education Must Accompany Application. (Diploma, Transcripts, Certificate, etc.)				
High School	Location (City, State)	Grades Completed	Dates Attended	* Diploma
Technical School or Other Training	Location (City, State)	Years Completed	Dates Attended	Certificate
College	Location (City, State)	Years Completed	Dates Attended	* Degree

Work Experience:

Please list your most recent employment first.

	Dates of Employment	Job Title	Description of Duties
Employer: Supervisor:			
Employer: Supervisor:			
Employer: Supervisor:			
Employer: Supervisor:			
Employer: Supervisor:			

All of the following questions must be answered yes or no. If any question is answered “yes” an explanation may be attached. Please exclude events prior to your sixteenth (16th) birthday.

	Yes	No
Have you ever been discharged from any position or the armed forces for unprofessional conduct?		
Have you ever received an unsatisfactory evaluation or performance review from a previous employer?		
Have you ever been convicted of a misdemeanor other than a minor traffic offense (This includes offenses such as DUI, bad checks, etc.)?		
Have you ever been convicted of a felony?		

Professional References:

Your application cannot be given proper consideration without full names, street addresses, cities, states, zip codes, and telephone numbers. Persons listed as professional references should be qualified to answer questions concerning the position you seek. Do not include neighbors, friends, or relatives.

Professional Reference				
Name				
	Business or Organization		Telephone	
Position				
	Street	City	State	Zip Code

Professional Reference				
Name				
	Business or Organization		Telephone	
Position				
	Street	City	State	Zip Code

Professional Reference				
Name				
	Business or Organization		Telephone	
Position				
	Street	City	State	Zip Code

Professional Reference				
Name				
	Business or Organization		Telephone	
Position				
	Street	City	State	Zip Code

Describe your perception of the appropriate work ethic and personal conduct of a school-system employee.

AN EQUAL OPPORTUNITY EMPLOYER

The Glascock County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability in its educational programs, activities, or employment practices.

If you are not a citizen of the United States of America, you must furnish a copy of your Permanent Residency Permit or other document allowing you to legally work in this country.

NOTICE TO APPLICANT/AFFIRMATION BY APPLICANT

All persons, firms, and entities listed in this application are hereby authorized to release any information or records concerning me to the Glascock County Board of Education and I hereby release said persons, firms, and entities from any liability as a result of the furnishings of such records and information.

By filing an application for employment with the Glascock County School System, if employed, I agree to abide by all the policies as set forth by the Glascock County Board of Education. I authorize full investigation of the information given in this application and consent for representatives of the Glascock County School System to contact my references, previous employers, schools attended, court officials, and law enforcement authorities. I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge. I also understand that any misstatement or omission of any information requested shall be a reason for non-employment or dismissal from employment.

The application, transcript, references and other data are the property of the Glascock County Board of Education and will not be returned to the applicant.

Applicant's Signature: _____

Date: _____

Mail completed application to the following:

Glascock County Board of Education
738 Railroad Avenue
Gibson, GA 30810