

HENRY COUNTY PUBLIC SCHOOLS
326 South Main Street
New Castle, KY 40050
Phone: (502) 845-8600 FAX: (502) 845-8601

APPLICATION FOR CLASSIFIED EMPLOYMENT

TO: Applicants
FROM: Superintendent
RE: Application Information

1. Complete the attached application.
2. Please send a letter indicating interest in the position and a current resume.
3. If you have lived out-of-state, please submit a list of states of former residence and dates of residency.
4. Please mail the attached reference sheets (pages 5, 6, 7 & 8) to two (2) individuals and ask them to return the completed sheets to:

Attn: Personnel
Henry County Public Schools
326 S. Main Street
New Castle, KY 40050

5. Provide names, addresses, and telephone numbers of your last two (2) direct supervisors.



HENRY COUNTY PUBLIC SCHOOLS

APPLICATION FOR EMPLOYMENT

(Classified Positions)

INSTRUCTIONS

Complete all items. If an item is not applicable, put N/A.

In compliance with equal opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, or the presence of a non-job related medical condition or physical disability.

Board Policy 03.11, Hiring, and KRS 17.165 – For employment of this type, State, FBI and Cabinet criminal record background checks are required as a condition of employment.

LAST NAME			FIRST NAME			MIDDLE INI.		SOCIAL SECURITY NO.	
PERMANENT ADDRESS					TEMPORARY ADDRESS				
STREET					STREET				
CITY					CITY				
STATE	ZIP CODE	TELEPHONE NO.			STATE	ZIP CODE	TELEPHONE NO.		
		()					()		

POSITION(S) SEEKING

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NOTE: Your application will remain on file for one year. Unless notified by you, it will become inactive at the end of the current fiscal year.

EMPLOYMENT EXPERIENCE List each job held. Start with your present or last job. Include military service assignments, and volunteer activities. If you need additional space, continue on a separate sheet of paper.

NAME, ADDRESS & TELEPHONE NO. OF EMPLOYER & SUPERVISOR'S NAME	DATES OF EMPLOYMENT		ASSIGNMENT	REASON FOR LEAVING
	From	To		

EDUCATION	Name & Address of School	Years Completed	Diploma/Degree	Major/Minor
Elementary		4 5 6 7 8		
High School		9 10 11 12	Attach copy of diploma/GED	
College		1 2 3 4		
Other				

REFERENCES – List three (3) references. Include your current employer and any other professional or employer who can evaluate your qualifications and capabilities for the position for which you are applying.	
NAME and POSITION	TELEPHONE NUMBER

ADDITIONAL INFORMATION: Have you ever been charged with/ convicted of a misdemeanor (other than a minor traffic violation), which would negatively affect your performance in the position for which you are applying? (Check one)	YES	NO
If your answer is yes, include a complete statement.		

I authorize you to make such investigations and inquiries of my personal, employment, financial, or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.	
I certify that answers given are true and complete to the best of my knowledge.	
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the school.	
SIGNATURE OF APPLICANT	DATE

HENRY COUNTY PUBLIC SCHOOLS

326 S. MAIN STREET
NEW CASTLE, KY 40050

EEO DATA INFORMATION

The Civil Rights Act of 1964, Title VII-Equal Employment Opportunity prohibits discrimination based on Title VI, race, color, national origin, age, religion, martial status, sex or disability in compliance with section 504 in employment, educational programs, vocational programs or activities as set forth in Title IX, Title VI, and Section 504.

We must make periodic reports to the Federal Government to reveal whether or not the entire personnel operation is in compliance with the various laws dealing with Equal Employment Opportunity. We ask your assistance with our reporting requirements by completing this form. This information will not be used in the employment process: It will be used only for compiling and reporting statistical data relevant to personnel operations after all phases of employment process are completed. To insure compliance, this page will be removed and kept in a Confidential File separate from the Employment Application Form.

Name: _____

Social Security Number: _____ Date of Birth: _____

Address: _____
Street Route or Box City State Zip Code

Position Applied For _____

Is Position Vacant: Yes _____ No _____

Method of Recruitment (Please specify or give name of publication)

- A. Newspaper _____
- B. Professional Publication _____
- C. Referral _____
- D. Other _____

Please mark the appropriate answer:

Sex: Male _____ Female _____

Race: Black _____ White _____ Hispanic _____

American Indian/Alaskan Native _____ Asian Pacific Islander _____

Other _____ Vietnam ERA Veteran _____ Disabled Veteran _____

Individual with a Disability _____

Failure to complete this form does not preclude the applicant's consideration for the position applied for.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**HENRY COUNTY PUBLIC SCHOOLS
326 S. MAIN STREET
NEW CASTLE, KENTUCKY 40050
(502) 845-8600**

CLASSIFIED REFERENCE BLANK

Reference:

Name	Title
Address	
City, State, Zip Code	

I hereby give you permission to complete and release this reference form to the Henry County Public Schools. I agree that the information requested will become a part of my personnel file as an applicant or employee of the Henry County Public Schools. I waive my right to see this information. I further release and agree to hold harmless the Henry County Public Schools and the persons and/or legal entities completing the reference form from any and all claims, demands, actions, and causes of actions which I might have resulting or to result from the furnishing or utilization of the information requested and/or provided.

APPLICANT'S SIGNATURE **Last four digits** of Social Security# DATE

Applicant's Name (printed): _____

Position Applied for: _____

CONFIDENTIAL

The above named person has filed an application for employment with the Henry County Public Schools. In completing the application, the applicant has indicated that you may be able to help us in evaluating his/her potential as an employee. Will you please help us by completing the inquiry on the reverse side of this letter and adding any comments you may care to make? Your cooperation and promptness in returning this inquiry to us will be greatly appreciated.

Sincerely,

Jim Masters
Superintendent
Henry County Public Schools
326 S. Main St.
New Castle, KY 40050

TO THE APPLICANT: Please send this form to all references listed in your employment application. You should include a pre-addressed, stamped envelope to be mailed directly to: Attn: Personnel
Henry County Public Schools
326 S. Main St
New Castle, KY 40050

OFFICIAL CONFIDENTIAL INFORMATION

Based on your experience, please rate the applicant as follows:

PLEASE INDICATE BY CHECKING	OUTSTANDING	ABOVE AVERAGE	AVERAGE	FAIR	BELOW AVERAGE	UNKNOWN
Professional reliability and attitude						
Participation in school, business, community activities						
Maturity in social and intellectual areas						
Organizational skills						
Supports school/business policies						
Acceptance of constructive supervision						
Cooperation with supervisor and peers						
Capability to relate to adults and students						
Knowledge in field						
Enthusiasm for job assignment						
Personal appearance						
Health						
Use of English						
Punctuality						
Regularity of attendance						

How long have you known applicant? _____ Would you recommend employment of the applicant?
 Yes _____ Without reservation _____ With reservations _____ Cannot recommend _____
 Explain :

Information given above is based on (check items which apply):

Personal acquaintance with applicant _____ Worked under my supervision _____ A co-worker _____
 Student in my classes at school _____ Student teacher under my supervision _____

REMARKS:

_____ Firm or School

_____ Signature

_____ Position

_____ Address

_____ Phone

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Maturity in social and intellectual areas						
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Supports school/business policies						
Acceptance of constructive supervision						
Cooperation with supervisor and peers						
Capability to relate to adults and students						
Knowledge in field						
Enthusiasm for job assignment						
Personal appearance						
Health						
Use of English						
Punctuality						
Regularity of attendance						

How long have you known applicant? _____ Would you recommend employment of the applicant?
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Explain :

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REMARKS:

_____ Firm or School

_____ Signature

_____ Position

_____ Address

_____ Phone