

**APPLICATION FOR EMPLOYMENT – SUPPORT / NONCERTIFIED PERSONNEL**

*The Calhoun County Board of Education does not discriminate on the basis of race, national origin, religious belief, gender, or disability. Those applicants needing reasonable accommodation to the application / interview process should notify the Superintendent's office..*

**NOTICE: All employees are required to be fingerprinted for a criminal history background check through the Alabama Bureau of Investigation and the Federal Bureau of Investigation. Recommendations for employment are contingent upon the successful result of the background check. Information regarding the process can be found at [www.cogentid.com/AL](http://www.cogentid.com/AL).**

Position applied for: \_\_\_\_\_ Date of application: \_\_\_\_\_  
 Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Last First Middle  
 Address: \_\_\_\_\_  
Street City State Zip Code  
 Telephone # \_\_\_\_\_ Other # (mobile, beeper, etc.) \_\_\_\_\_  
 Date of Birth (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are you legally eligible for employment in the United States?  YES  NO  
 Are you able to meet the attendance requirements of the position?  YES  NO  
 Have you been employed by Calhoun County Schools before? *(If yes, give dates and positions.)*  
 YES. \_\_\_\_\_  NO

**EDUCATION:**

Name and Location	# Years	Did you graduate?	Grad. Date
High School _____	_____	_____	_____
College/Other _____	_____	_____	_____
College/Other _____	_____	_____	_____
Degree/ Certificate: _____		Awarded by: _____	Date: _____
Other certifications/qualifications (specify): _____			

**EMPLOYMENT:**

Are you currently employed? \_\_\_\_\_ Employer: \_\_\_\_\_  
 Employment History (list most recent first):

Dates	Position	Name / Address of Employer	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**REFERENCES:** List three personal / professional references who have known you for two or more years. At least one of the three should be a supervisor or teacher who has direct knowledge of your work performance. Do not list relatives.

Name	Position	Address	Telephone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **Applicant Disclosure and Authority for Release of Information**

1. For screening and reference purposes, have you worked or attended school under, or otherwise used, a former name?  Yes  No  
If yes, please list the former name(s): \_\_\_\_\_
  
2. Have you ever been convicted of, pled guilty, no contest, or *nolo contendere* to, or otherwise had a judgment rendered against you for any of the following:  
  
Any felony?  Yes  No If yes, state details on back.  
  
Any crime involving sexual abuse, rape, sexual assault, molestation, indecent exposure, lewd and lascivious behavior, or any other offense of a sexual nature not specifically listed?  
 Yes  No If yes, state details on back  
  
Any offense involving endangerment of a minor, removing a minor from a state, concealing a child, or any other offense involving a child or a minor?  Yes  No If yes, state details on back.  
  
Any offense involving assault, battery, physical abuse, kidnapping, false imprisonment, abduction, or any other offense involving physical force or violence?  Yes  No If yes, state details on back.  
  
Any offense involving obscene literature or photographs?  Yes  No If yes, state details on back.  
  
Any drug or alcohol related offense?  Yes  No If yes, state details on back.

**Note: Conviction of a crime will not automatically bar employment. Circumstances will be considered.**

3. Have you ever had a professional license or certificate suspended or revoked?  
 Yes  No If yes, state details on back.

### **Please read the following statement before signing this application:**

I certify that the information set forth in this employment application and any attachments or supporting documents submitted by me true and complete to the best of my knowledge. I understand that any false statement, misrepresentation, or material omission made by me in the application or interview process will be sufficient cause for cancellation of this application or immediate termination of employment whenever it may be discovered.

I understand that, in addition to the criminal background screening conducted by the State of Alabama, the Calhoun County Board of Education screens potential applicants to evaluate qualification for employment, truthfulness in the application process, and any potential risk or harm to students.

I hereby authorize the Calhoun County Board of Education or its representatives to investigate my prior educational and employment history and to contact, obtain and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. In addition, I authorize any such person, institution, or organization to provide the requested information to the Board or its representatives.

**I also hereby release from liability the Calhoun County Board of Education and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_