

Jefferson City Schools

NON-CERTIFIED STAFF APPLICATION PROCESS

Print the application packet which includes the application, general information sheet and reference forms. Reference forms should be provided to persons who will provide a reference for you. Reference forms must be submitted to principal, or designee at the school level or to central office. The completed application and general information sheet should be completed and submitted to principal or designee.

*** Note: If applying for a paraprofessional position and you do not have an active Georgia Teaching Certificate or active Paraprofessional Certificate, please contact Angela Vinson (angela.vinson@jeffcityschools.org) for further information on steps needed to complete the certification process.

If offered a position, a background check is required prior to your name being submitted for board approval. The cost is \$47.00 payable by cash or money order made payable to Jefferson City Schools. Information and instructions regarding background checks must be obtained from Jefferson City Schools Central Office located at 345 Storey Lane.

All completed paperwork will be submitted to Jefferson City Schools Central Office. This should include: completed application, general information sheet, reference forms, proof of education (diploma or GED), valid teaching certificate if applicable, valid paraprofessional certificate if applicable, copy of driver's license and social security card or valid passport.

**When all of the above have been completed, including a clear background check, your name will be submitted to the Board for approval. The Board meets on the 2nd Thursday of each month (requirements must be met no later than the Friday 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/Paraprofessional Certificate (if applicable)
- _____ Paid for and completed 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 APPLYING FOR _____

EDUCATION

EMPLOYMENT HISTORY (Please use additional sheet if needed)

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 SCHOOLS
EMPLOYEE GENERAL INFORMATION SHEET

NAME _____

DATE OF BIRTH _____

SOCIAL SECURITY # _____

ADDRESS _____

PERSONAL EMAIL _____

HOME PHONE _____ CELL # _____

MARITAL STATUS SINGLE MARRIED

CERTIFICATE (if applicable) _____ YEARS OF EXPERIENCE _____

POSITION _____

LOCATION JES JA JMS JHS

START DATE _____

<p>OFFICE USE ONLY</p> <p>CPI _____</p> <p>ACCOUNT CODE(S) _____</p> <p>_____</p> <p>_____</p>

JEFFERSON CITY SCHOOLS
345 STOREY LANE
JEFFERSON, GA 30549

NON-CERTIFIED CONFIDENTIAL REFERENCE FORM

Dear _____
(Please print name of person providing reference)

_____ has applied for a job as a _____ 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

PERSONAL

Exhibits poise and self control _____
Communicates effectively (language usage, clarity, etc.) _____
Handles situations tactfully (common sense) _____
Relates well to adults and children _____
Ability to take constructive criticism _____
Exhibits dependability; good attendance _____

JOB EFFECTIVENESS

Ability to follow written directions (lesson plans) _____
Ability to keep records _____
Efficient use of time _____
Ability to follow a schedule _____
Reliable and prompt with task/assignments _____
Maintains confidentiality of information _____

What word or words would you use to best describe the applicant?

In what capacity have you had the opportunity to observe or work with the applicant?

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

(Signature)

Current Position/Organization

Address _____

Telephone _____

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