

CLARKE COUNTY BOARD OF EDUCATION

P.O. Box 936

Grove Hill, AL 36451

CLASSIFIED APPLICATION FOR EMPLOYMENT

Name: _____			
Last	First	Middle	
Present Address: Street: _____			
City: _____	State: _____	Zip: _____	
Permanent Address: Street: _____			
City: _____	State: _____	Zip: _____	
Home Phone: _____		Social Security Number: _____	

POSITION(S) FOR WHICH YOU ARE APPLYING

- | | | |
|---|--|--|
| ☐ Secretary/Bookkeeper
☐ Office Assistant
☐ Technology
☐ Child Nutrition Program
☐ Mental Health | ☐ Bus Driver
☐ Bus Aide
☐ Instructional Aide
☐ School Health Coordinator
☐ Utility Worker | ☐ Maintenance
☐ Custodial
☐ Mechanic
☐ School Nurse
☐ Registrar |
|---|--|--|

EDUCATION

	High School	Vocational School	Undergraduate Col/Univ.	Graduate/Prof.
School Name/ Location				
Years Completed (Circle last year)	9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
Diploma/Degree & Year of Graduation				
Dates Attended				

Do you hold a GED? ____ If yes, five month/year GED was awarded _____.

TRAINING

	Dates	Where	What
Describe any specialized training, apprenticeship, or internship in which you have participated.			
Describe any honors You have received.			

Have you ever been convicted of a crime? (Exclude minor traffic violations) _____ If yes, explain the nature of the crime, the place and the date. A conviction record will not necessarily bar you from employment. _____

PERSONAL REFERENCE

* List references who are not related to you. Include previous employers and others who have first-hand knowledge of your personal and professional competencies and skills.

Name	City/State/Zip	Official Position	Telephone Number
1.			
2.			
3.			
4.			

SPECIAL SKILLS AND QUALIFICATIONS

* Summarize specific job-related skills and qualifications acquired from employment or other experience. _____

EMPLOYMENT HISTORY

* Start with your present or last job.

Employer	Dates of Employment	Type of Work	Supervisor
Employer	Dates of Employment	Type of Work	Supervisor
Employer	Dates of Employment	Type of Work	Supervisor

Are you presently employed? ___ If yes, with whom and what is your job? _____

Have you ever been dismissed, discharged or have you separated employment to avoid discipline or discharge? _____ If yes, please provide an explanation. _____

I hereby certify that all the information I have provided in this application is true and correct. I authorize the Clarke County Board of Education to make an investigation of my personal, educational, vocational, and/or employment history. I further authorize any current/former employer to provide information regarding me. I hereby release and discharge the Board and those who provide information from any liability as a result of furnishing and receiving this information. I understand that any offer of employment is conditional and subject to the outcome of a criminal history background check, drug screening and approval by the Board. I also understand that misinformation on this application will result in termination or refusal to hire.

Applicant Signature: _____ Date: _____

The Clarke County Board of Education is an Equal Employment Opportunity Employer and prohibits discrimination on the basis of race, color, religion, creed, national origin, gender, marital status, age, pregnancy, disability or any other basis prohibited by law.

CLARKE COUNTY SCHOOLS
APPLICATION INSERT

TRANSPORTATION

NAME _____
Last First Middle

Check position(s) desired: _____ Bus Driver _____ Mechanic
_____ Bus Driver Sub _____ Bus Aide

DRIVER INFORMATION

Do you have a current Alabama Driver's License? _____

Do you have a current Alabama State School Bus Driver's License? _____

List all restrictions as found on your driver's license. _____

List any traffic citations for moving violations you have had in the past five (5) years.

Have you ever had your license revoked? _____ If yes, please explain _____

What experience have you had driving a truck or bus? _____

Please list other driving experience (other than personal vehicle) _____

MECHANIC

List your experience as an automotive mechanic. Include number of years, where you were employed, and job responsibilities. _____

List your experience as a mechanic with large fleet vehicles. Include number of years, where you were employed, and job responsibilities. _____

OTHER

Have you served in a supervisory capacity in any of the above job functions? _____
If yes, please tell how many employees you supervised and describe your responsibilities.

What actions do you plan to take to ensure that you improve in your job? _____

Describe what steps you take to develop a good working relationship with others. _____

Applicant Signature: _____ Today's Date _____