

# Perry County Board of Education



## PERSONNEL USE ONLY

Received by \_\_\_\_\_

Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

Expiration \_\_\_\_/\_\_\_\_/\_\_\_\_

## APPLICATION FOR EMPLOYMENT

# ALABAMA

**PLEASE READ CAREFULLY ALL INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION**

### AN EQUAL OPPORTUNITY EMPLOYER

Please complete all pages in their entirety. Incomplete applications are not considered. Write N/A if a question is not applicable to you. You may attach extra pages if needed. You may attach a resume to this application as a supplement, but it cannot be used as a substitute for completion of the application. The Perry County Board of Education is an Equal Opportunity Employer. It is our policy to provide equal employment opportunities for all individuals without regard to race, sex, age, color, national origin, disability, or veteran status.

### GOALS

Position Desired	School or Location Desired	Date you can start	Income requirements
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### PERSONAL INFORMATION

Name		Last	First	Middle	Social Security Number
Present Address	Street Number	City	State	Zip Code	
Previous Address	Street Number	City	State	Zip Code	
Home Telephone ( )	Message Phone ( )	Cell Phone ( )			
Are you 18 years of age or older? <input type="checkbox"/> YES <input type="checkbox"/> No			Are legally authorized to work in the United States of America? <input type="checkbox"/> YES <input type="checkbox"/> No		
Have you ever applied to, or been employed by the Perry County Board of Education? <input type="checkbox"/> YES <input type="checkbox"/> No			If yes, when? Reason for leaving?		
Who referred you to Us? <input type="checkbox"/> PBOE employee <input type="checkbox"/> Own Initiative <input type="checkbox"/> Other _____			List any special skills or training you have.		

### EDUCATION

Mark highest grade completed	1 2 3 4 5 6 7 8 9 10 12 GED	Did you graduate? Please check one.	Diploma, Degree or Credit hours completed	Major / Area of Study
College	1 2 3 4 5 6 Associate Bachelor Master PhD	<input type="checkbox"/> YES <input type="checkbox"/> No		
High School Attended	City and State	<input type="checkbox"/> YES <input type="checkbox"/> No		
College / University	City and State	<input type="checkbox"/> YES <input type="checkbox"/> No		
College / University	City and State	<input type="checkbox"/> YES <input type="checkbox"/> No		
Business, trade or graduate school	City and State	<input type="checkbox"/> YES <input type="checkbox"/> No		
Professional licenses and certifications				
If you did not graduate, why did you leave school or college?				
_____				
_____				
_____				

## MILITARY RECORD

Have you ever served in the U.S. Armed Forces?	Branch	Dates of Active Service
		From _____ To _____
Rank at Discharge	Type of Discharge	Military Occupation

## BACKGROUND INFORMATION

Have you ever been involuntarily terminated, discharged, forced or asked to resign from any job? YES No

Have you ever been convicted of a misdemeanor or a felony, or are there any charges pending against you? YES No

Have you ever been disciplined or discharged for theft, unauthorized removal or use of company property or a related offense? YES No

Have you ever been disciplined or discharged for the sale or distribution of alcohol or illegal drugs? YES No

Have you ever been disciplined or discharged for insubordination? YES No

Have you ever been disciplined or discharged for violent or abusive behavior or failing to report such behavior when required by law to do so? YES No

Have you ever been disciplined or discharged for harassment? YES No

Have you ever been disciplined or discharged for a violation of a safety rule? YES No

If you answered "yes" to any of the above questions, please list in the space provided below all pertinent information regarding your response and any extenuating or mitigating circumstances regarding the situation. If necessary, please attach a separate sheet of paper to this application to complete your response. Please note that a "yes" answer to any of the preceding questions will not necessarily be a bar to employment. However, falsifications or providing incorrect answers to any of these questions constitutes grounds for immediate discharge.

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## CLERICAL / ADMINISTRATIVE / OTHER SKILLS

<input type="checkbox"/> Typing Speed (wpm)	<input type="checkbox"/> Multi-line telephone	<input type="checkbox"/> Other Office Equipment
<input type="checkbox"/> E-mail, word processing	<input type="checkbox"/> Shorthand	_____
<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Dictaphone	_____
<input type="checkbox"/> Power point	<input type="checkbox"/> Computer(s):	<input type="checkbox"/> Labor Shop Equipment
<input type="checkbox"/> Desktop publishing	_____	_____
<input type="checkbox"/> Database Management	_____	_____
<input type="checkbox"/> Other applications _____	_____	_____

## DRIVING SKILLS

Complete the section below only if you are applying for a position that requires the use of a motor vehicle as an essential job function

Do you possess a valid driver's license? <input type="checkbox"/> YES <input type="checkbox"/> No	State of Issue	Driver License Number
Have you had any major violations in the last 36 months? (DUI, accidents etc.) <input type="checkbox"/> YES <input type="checkbox"/> No	If yes, please explain (include additional sheets if needed).	
Have you had any minor violations in the last 12 months? (traffic violations, speeding) <input type="checkbox"/> YES <input type="checkbox"/> No		

## EMPLOYMENT HISTORY

**THIS SECTION MUST BE COMPLETED REGARDLESS OF WHETHER OR NOT A RESUME IS ATTACHED.** Begin with your present or most recent employment. List in Reverse order periods of employment. Each time you changed jobs or your title changed should be listed as a separate period. Describe in detail your duties. (Attach additional sheets if needed.)

Current or Last Employer				Your Official Job Title			
Address			City/ State	Zip		May We Contact this Employer?	
From	Month / Year	To	Month / Year	Total Months	Was this position: (circle one)		Starting Salary
Supervisors Name and Title				Telephone Number		Fulltime	Part-time
						\$	per
						\$	per
Reason for Leaving							
Describe Your Duties in Detail							

Employer				Your Official Job Title			
Address			City/ State	Zip		May We Contact this Employer?	
From	Month / Year	To	Month / Year	Total Months	Was this position: (circle one)		Starting Salary
Supervisors Name and Title				Telephone Number		Fulltime	Part-time
						\$	per
						\$	per
Reason for Leaving							
Describe Your Duties in Detail							

Employer				Your Official Job Title			
Address			City/ State	Zip		May We Contact this Employer?	
From	Month / Year	To	Month / Year	Total Months	Was this position: (circle one)		Starting Salary
Supervisors Name and Title				Telephone Number		Fulltime	Part-time
						\$	per
						\$	per
Reason for Leaving							
Describe Your Duties in Detail							

**PROFESSIONAL TEACHING EXPERIENCE and CREDENTIALS**

**PROFESSIONAL TEACHING EXPERIENCE.** Please describe in more detail specific information pertaining to your teaching credentials, certifications and any additional teaching experience which you have that is relevant to the position for which you have applied. Include special certifications, endorsements and training classes.

**Do you possess a STATE of ALABAMA teaching certificate?** (please circle one) **YES** **NO**

If yes, when were you certified?

**Type of certification:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Rank:** \_\_\_\_\_

**Areas of Endorsement :**

**REFERENCES**

Name and Title	Address	City/ State	Zip	Telephone Number
				( )
				( )
				( )

**AUTHORIZATION**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understanding and that falsified statements on this application shall be grounds for not receiving an offer of employment and/or, if employed, grounds for immediate dismissal.

I authorize the Perry County Board of Education to investigate all statements contained herein, and I authorize the references and employers listed above to give the Board any and all information concerning my previous employment and pertinent information they may have, personal or otherwise. Furthermore I hereby release the Board and these individuals from all liability for any damage that may result from utilization of such information.

I further understand and agree that no representative of the Board has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by the Superintendent or other authorized Perry County Board of Education Official.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**FOR PERSONNEL USE ONLY**

Date interviewed \_\_\_\_/\_\_\_\_/\_\_\_\_ Interviewer(s): \_\_\_\_\_

Previously Employed by Board? YES NO \_\_\_\_\_

Existing Personnel File? YES NO \_\_\_\_\_

School / Location Assigned \_\_\_\_\_ Principal \_\_\_\_\_

Hire Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Position and/or Subject \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_

Employment Status: Full-time Part-time Substitute Temporary Other \_\_\_\_\_