

# SMACKOVER-NORPHLET SCHOOL DISTRICT

## Classified Employment Application

Return your fully completed and signed application with any supporting documents (transcripts, certifications, etc.) in person, by mail or email to:

SMACKOVER-NORPHLET SCHOOL DISTRICT  
 112 East 8<sup>th</sup> Street Smackover, AR 71762  
 Phone: (870) 725-3132  
 Email: ginie.cameron@smackover.net

APPLICANT INFORMATION											
Last Name				First				M.I.	Date		
Street Address							Apartment/Unit #				
City				State				ZIP			
Phone				E-mail Address							
Date Available				Social Security No.				Desired Salary			
Position Applied for	<input type="checkbox"/> Bus Driver		<input type="checkbox"/> Custodian		<input type="checkbox"/> Nurse		<input type="checkbox"/> Preschool				
	<input type="checkbox"/> Cafeteria		<input type="checkbox"/> Maintenance		<input type="checkbox"/> Paraprofessional		<input type="checkbox"/> Vehicle Mechanic				
	<input type="checkbox"/> Clerical/Bookkeeping		<input type="checkbox"/> Other (Please specify.)								
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							

EDUCATION						
GED			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
High School			City, State			
Did you graduate?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
College			City, State			
Did you graduate?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other			City, State			
Did you graduate?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

Please note: State and Federal laws require bus drivers and others in safety-sensitive functions to participate in planned and random testing for alcohol and prohibited substances (drugs).

**MILITARY SERVICE**

Branch

From

To

Rank at Discharge

Type of Discharge

If other than honorable, explain

Are you an unmarried surviving spouse of a deceased veteran?

YES NO 

In accordance with Arkansas Acts 444 and 447 of 2013, any applicant who is seeking to be given veteran's preference must submit the following documentation along with their application:

For a veteran or a disabled veteran:

- Form DD-214 indicating honorable discharge;
- A letter dated within the last six months from the applicant's command indicating years of service in the National Guard or Reserve Forces as well as the applicant's current status;
- Disability letter from the Veteran's Administration (in the case of an applicant with a service-connected disability).

To claim status based on having a deceased spouse who had veteran status

- Marriage license;
- Death certificate;
- Not to have remarried (status is lost with remarriage)

**CRIMINAL BACKGROUND CHECK**

I understand that in the event I am offered a position with the Smackover-Norphlet School District, I will be required to be fingerprinted and have a criminal background check in accordance with the Official Code of Arkansas Annotated 6-17-414.

YES NO 

Answer the following questions carefully and completely:

Do you have a court order involving any current students or employees of the Smackover-Norphlet School District?

YES NO Have you ever been arrested, pleaded guilty or no contest to, or been convicted of any criminal offense other than a **minor**\* traffic offense?YES NO 

If yes to either question, provide detailed information below for each court order or offense, including the specific offense for which you were charged and the disposition of the offense and the date, court, state, and county where you were charged

\*Some examples of traffic offenses that are **NOT** considered **MINOR** and which must be listed include driving under the influence, reckless driving, eluding a law enforcement officer, as well as any other traffic offense for which you were fined \$50 or more or were sentenced to jail, probation, or had your driver's license suspended or revoked. Offenses will not necessarily prevent you from employment. Each situation is evaluated individually based upon the time, circumstances, and seriousness of the violation and its relationship to the type of employment sought.

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Have you ever been terminated from a job? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, what was the reason for the termination?
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REFERENCES			
<i>Please list three people, other than relatives, who have direct knowledge of your work experience or skills related to the position for which you are applying.</i>			
Full Name		Relationship	
Address		Phone	
Full Name		Relationship	
Address		Phone	
Full Name		Relationship	
Address		Phone	

**CERTIFICATIONS/JOB SKILLS**

<p>List any licenses or industry-recognized certifications related to the position for which you are applying.</p>			
<p>List any skills that you currently possess which would support your application for this position.</p>			
<p>List any college courses you have taken related to the position for which you are applying.</p>			
<p>For paraprofessional positions only:</p>	<p>Have you passed the Parapro Exam?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
	<p>Do you have a minimum of 60 college hours?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
	<p>Do you have a CDA credential?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>

**BUS DRIVING/VEHICLE MAINTENANCE POSITIONS ONLY**

*If the answer is YES to any question marked with a \*, you must attach a written explanation.*

<p>Has your license to drive ever been suspended or revoked OR has your driving privileges been limited by court action?*</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>			
<p>Have you ever been involved in a traffic accident in the past three years where you were the driver?*</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>			
<p>Have you had any traffic tickets not listed in the Criminal Background Check section?*</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>			
<p><b>Years of Driving Experience</b></p>	<p>Passenger car or pick-up truck</p>		<p>Public School Bus</p>		
	<p>Commercial Bus</p>		<p>Truck (Over 6 Wheels)</p>		
<p>Arkansas Driver's License Number</p>		<p>Class</p>		<p>Expires</p>	
<p>Are you willing to attend a no-cost training course to become eligible to drive a school bus?</p>				<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>

***All bus driver or vehicle maintenance applicants must also complete and return a Motor Vehicle Form along with their application.***

**APPLICANT'S AUTHORIZATION STATEMENT**

I understand that this application is the property of the Smackover-Norphlet School District and cannot be returned. By filing application for employment with the Smackover-Norphlet School District, I agree, if employed, to abide by all the policies as set forth by the Smackover-Norphlet School District Board of Education. I authorize full investigation of the information given in this application and consent to the representatives of the Smackover-Norphlet School District contacting my references, previous employers, schools attended, court officials, law enforcement authorities, and other individuals.

I authorize all employers, persons, schools, corporations, agencies, or other entities to release information concerning me and I hereby release those parties from any and all liability whatsoever for providing such information. I understand that the Smackover-Norphlet School District may investigate sources or references other than those given in this application. I acknowledge that all references will be confidential information. I understand that nothing in this employment application, in the statements or policies of the Smackover-Norphlet School District or the Smackover-Norphlet School District Board of Education, or in my communications with any District or Board Official is intended to create an employment contract. No promises of employment have been made to me. I also understand that any misstatement or omission of any information requested throughout the application and interview process shall be a reason for non-employment or dismissal from employment.

Signature

Date

When a vacancy is anticipated or occurs, all completed applications in the given area are reviewed carefully. Applications are kept on active file for one year from the date received and will be disposed of properly by shredding after that date. You may reactivate and update your application beyond that time by calling the central office.

***The Smackover-Norphlet School District is an Equal Opportunity Employer.***

***It is the policy of the Smackover-Norphlet School District not to discriminate on the basis of age, sex, race, color, religion, marital status, national origin, or disability in its educational programs, activities, or employment practices.***