



APPLICATION FOR EMPLOYMENT

Non-Instructional

HARDEE COUNTY SCHOOL BOARD
 1001-1009 NORTH SIXTH AVENUE (U.S. HIGHWAY 17)
 P.O. BOX 1678
 WAUCHULA, FLORIDA 33873
 (863) 773-9058 Fax (863) 773-3410

Position(s) for which you are applying:

1st preference

2nd preference

CHECK ONE: ☐ First Time Applicant ☐ Former Applicant ☐ Former Hardee County School Employee ☐ Current Hardee County School Employee
(Incomplete applications will not be considered.)

A pre-employment test of reading and arithmetic skills (possibly other job specific skills) will be required of applicants prior to recommendation.

PERSONAL INFORMATION

Name (Last, First, Middle) (As appears on Social Security Card)	Maiden Name	Date of Application	Date Available for Employment
Current Address (Street or P.O. Box, City, State, Zip) UNTIL	Phone	Social Security Number (Enclose copy of card)	Date of Birth (Month, Day, Year)
Permanent Address (Street or P.O. Box, City, State, Zip)	Phone	Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, do you have resident alien work permits necessary for employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	

GENERAL INFORMATION

Have you ever been employed by the School District of Hardee County? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name under which you were employed.		
Name	Last Year of Employment	Reason for Leaving
Is any member of your immediate family employed by the School District of Hardee County? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following information:		
Name	School/Department	Position Held

EDUCATION

School	Dates Attended	Name and Address of School/Institution	School	Dates Attended	Name and Address of School/Institution		
Elementary	From To		Junior High School	From To			
High School	From To		Date of Graduation				
			Degree Received	Major	Minor	Date of Graduation	Semester Hours
College/University	From To						

REFERENCES

DO NOT LIST RELATIVES. In addition to your current employer please give three character references.

Are you currently employed? ☐ Yes ☐ No May we contact your employer? ☐ Yes ☐ No

Name	Address	Phone Number	Relationship	Years Known
1.				
2.				
3.				
(Current Employer)			Current Employer	

AN EQUAL OPPORTUNITY EMPLOYER

WORK EXPERIENCE — List below. Attach separate sheet if necessary.

Name of Company	Dates Employed (Mo. & Yr.) From _____ To _____	Address	Phone Number
Position/Title	Supervisor (Name & Title)	Responsibilities	
Reason for Leaving:			

Name of Company	Dates Employed (Mo. & Yr.) From _____ To _____	Address	Phone Number
Position/Title	Supervisor (Name & Title)	Responsibilities	
Reason for Leaving:			

Name of Company	Dates Employed (Mo. & Yr.) From _____ To _____	Address	Phone Number
Position/Title	Supervisor (Name & Title)	Responsibilities	
Reason for Leaving:			

JOB SKILLSDo you have a valid Florida Drivers License? ☐ Yes ☐ No If YES, what type _____Are you trained to operate any type of equipment such as computer, fax machine, stripper/scrubber, lawn mower, power tools, dishwasher, convection ovens, etc., please list:

_____List any certificates of training and/or licenses you possess:

_____Are you proficient with any language other than English? ☐ Yes ☐ No _____ Spanish _____ French _____ Other _____**PERSONAL STATEMENT**In your own handwriting, please explain what you can offer the Hardee County School District as an employee.

PLEASE CHECK THE SPACES BELOW THAT APPLY TO YOU.

☐ Yes ☐ No I have been convicted or had adjudication withheld or plead nolo contendere in a criminal offense other than a minor traffic violation.☐ Yes ☐ No There are criminal or professional charges now pending against me.☐ Yes ☐ No I have had a professional license revoked or suspended and/or have been denied a license, including driver's license.

If yes, give details below or add an additional page.

Where arrested or charged	Dates	Nature of charges	Disposition

I certify that the answers given herein are true and complete. I understand that any deception, misrepresentation, omission of facts or incomplete answers in any application document will disqualify me from further consideration for employment. I further understand that, if employed, any deception, misrepresentation or omission of facts in any application document will be cause for my dismissal without prior notice regardless of when they are discovered.

I understand that any employment offered to me by the School Board of Hardee County unless reflected in a written contract signed by an authorized official, is employment-at-will. This means the employment relationship may be severed at any time, for any reason, with or without cause, by either party deems it to be in his/her/its best interest.

I have no objections to being fingerprinted and having my record cleared through the Federal Bureau of Investigation, and/or the Florida Department of Law Enforcement and agree to submit the required processing fee(s). I further agree to a physical examination if required as a condition of employment. I authorize previous employers, schools or persons named in this application to give any information regarding my employment, physical or mental condition, together with any information they may have regarding me, whether or not it is in their records, unless I have otherwise indicated in writing with an explanation. I hereby release all such employers, schools, and other persons from all liability for any damage for issuing this information. A photocopy of this statement will possess the same validity as the original. In addition, if accepted for employment I agree to abide by the rules and policies of the School Board of Hardee County, Florida.

I acknowledge that this application will be considered active for two years or until the position for which I am applying has been filled, whichever comes first. At that time, this application will expire. If I want to be considered for employment after the expiration of this application, I will (and I must) complete a new application form.

Signature_____
Date