

Letcher County Public Schools

"The Learning Never Stops"

*224 Parks Street
Whitesburg, Kentucky 41858
PHONE: (606) 633-4455
FAX: (606) 633-4724*

Denise Yonts, Superintendent

Application For Classified Personnel

AN EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION

Letcher County Public Schools

224 Park Street
Whitesburg, Kentucky 41858
(606) 633-4455
FAX: (606) 633-4724
Denise Yonts, Superintendent

INSTRUCTIONS FOR COMPLETION OF CLASSIFIED APPLICATIONS

- ❖ Please make sure each section of your application is complete. Carefully, list all educational and work experience. Make sure you list three references and have three reference forms completed and sent to the Letcher County Schools.
- ❖ It may be necessary to take the application and return it later with the appropriate information attached. The necessary items that need to be attached include a copy of your high school diploma or G.E.D. or proof that you are currently enrolled in a program and progressing towards obtaining a G.E.D. You also need to provide a copy of your social security card, driver's license and proof that you have completed required training(s), including online Restraint and Seclusion training for positions requiring certain training.
- ❖ When the completed application and copies of the necessary information are received in the office, the application will be considered complete and included in the screening process.

HIRING PROCESS FOR CLASSIFIED PERSONNEL

- ❖ Applications shall be accepted via walk-in, recruitment, and advertisements. The Personnel Assistant shall verify Criteria for Consideration of Application and process for interviewing.
- ❖ Accepted applicants are scheduled for appropriate District Testing.
- ❖ Applicants are interviewed and evaluated by District Screening Committee using a variety of processes to obtain a pool of highly qualified candidates.
- ❖ When a vacancy occurs - The Personnel Assistant shall prepare a list of all highly qualified candidates and transfer requests to be sent to the appropriate person. The highly qualified list is subject to approval by the Superintendent.
- ❖ **School level vacancies** – After consulting with the SBDM Council, the principal shall notify the Superintendent, in writing on the appropriate form, of the choice or the request of additional candidates. **District level vacancies** – The Superintendent reviews the list prepared by the Personnel Assistant and makes a selection.
- ❖ The Candidate is hired by the Superintendent.

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LETCHER COUNTY BOARD OF EDUCATION

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APPLICATION FOR CLASSIFIED

NON-TEACHING POSITIONS

The Letcher County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, educational programs or activities as set for in Title IX, Title VI, Section 504 and The American with Disabilities Act of 1990.

PLEASE NOTE: For this type of employment, State Law requires a Criminal Record Check as a condition of employment. This record check shall be the responsibility of the applicant.

The Letcher County Board of Education is in no way obligated by the filing of this application, and its acceptance does not indicate any open positions.

This application will remain in active status for one (1) year and on file for two (2) additional years unless notified otherwise by the applicant.

All required information for consideration of an application **MUST** accompany this application. The application will be considered as **INCOMPLETE** if all information is not included.

NAME _____ DATE _____

PLEASE LIST CLASSIFIED POSITION OR POSITIONS THAT YOU ARE APPLYING FOR:

1. _____
2. _____
3. _____
4. _____

INSTRUCTIONS AND INFORMATION NEEDED FOR CLASSIFIED APPLICATION

Specific information is necessary to adequately evaluate an applicant's qualification. Please complete all items. Write NA if the item is not applicable. Applicants for any positions in the Letcher County Schools must file the following documents in the Personnel Office of the Letcher County Board of Education, 224 Park Street, Whitesburg, KY 41858.

NECESSARY CRITERIA FOR CONSIDERATION OF AN APPLICATION:

- ❖ Three completed reference letters and acceptable references listed on application.
- ❖ Acceptable Criminal Records Check (cost is the responsibility of the applicant).
- ❖ Valid High School Diploma or Certificate of High School Equivalency (GED) or proof that applicant is progressing towards obtaining a GED.
- ❖ Results and/or Certificates from testing required by Statutes or Regulations.

After all required documentation is received, he/she MAY be selected to proceed in the testing and interview process. If so, the applicant will be notified either by mail or telephone by the Letcher County Board of Education to arrange a personal interview date.

Prior to employment, each applicant shall pass a medical examination as indicated in 704 KAR 4:020 Section 1 (3). The physical examination shall include a blood, alcohol, and urine drug test. The examination shall be provided by the County Health Department or a physician designated by the Superintendent. Cost of the examination shall be borne by the Board of Education. However, if the applicant elects to be examined by a private physician, the cost of the examination will be borne by the applicant. The results of the test shall be released only to the Superintendent or his/her designee. Physical and drug testing forms will be given to applicant after the interview process.

A newly hired employee shall not report to work until the items listed above and the terms stated herein are in full compliance and in the possession of the Office of the Superintendent.

Name _____
 First Middle Last

Social Security Number _____ Birthdate _____

Present Address _____
 Street

 City State Zip Code

Email Address _____

Telephone (_____) _____

Name of Spouse (optional) _____

Address where you can always be reached _____
 Street City State Zip Code

Phone where you can always be reached (_____) _____

Are you available for full-time work? Yes No If no, what hours can you work? _____

Will you work overtime if asked? Yes No

When will you be available to work? _____

Are you over 18 years of age? Yes No

Would you accept employment in any school in Letcher County Public Schools? Yes No

Would you be willing to accept employment for ten months only? Yes No

EDUCATIONAL BACKGROUND

College _____ Address (City, State) _____

Diploma (level) _____ Graduation Date _____

High School _____ Address _____

Course of Study _____ Number of Years _____

Did you graduate? No Yes If yes, Date of Graduation _____

Elementary School _____ Address _____

Did you graduate? No Yes If yes, Date of Graduation _____

Other _____ Address _____

Course of Study _____ Years Attended _____

Did you graduate? No Yes If yes, Date of Graduation _____

MILITARY SERVICE

Complete this section if you served in the U.S. Armed Forces.

Branch of Service _____ Period of Active Duty (month, year) From _____ To _____

Rank at Discharge _____ Date of Final Discharge _____

Describe your duties and any special training: _____

List specific skills and/or machines or equipment you can operate. Include typing speed and number of years experience, if applicable. Attach additional sheets if necessary.

1. _____ 6. _____

2. _____ 7. _____

3. _____ 8. _____

4. _____ 9. _____

5. _____ 10. _____

EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment record. Start with present.

Have you ever been employed by the Letcher County Board of Education? No Yes If yes, when _____

Company Name _____ Telephone __ (____) _____
Address _____
Name of Supervisor _____ Employed (month and year) From _____ To _____
Weekly Pay: Start _____ Last _____ Reason for leaving _____
State your job title and describe the work you performed _____ _____
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain _____

Company Name _____ Telephone (____) _____
Address _____
Name of Supervisor _____ Employed (month and year) From _____ To _____
Weekly Pay: Start _____ Last _____ Reason for leaving _____
State your job title and describe the work you performed _____ _____
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain _____

Company Name _____ Telephone __ (____) _____
Address _____
Name of Supervisor _____ Employed (month and year) From _____ To _____
Weekly Pay: Start _____ Last _____ Reason for leaving _____
State your job title and describe the work you performed _____ _____
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain _____

Have you ever been bonded? No Yes If yes, with what employer(s)? _____

Have you ever been convicted for violation of any law, regulation, or ordinance? Yes No
If yes, please explain: _____

REFERENCES

Give the full name and complete address of each reference. In naming references, please include a manager/supervisor at the last two (2) employing organizations who evaluated or supervised your performance. The judgment of a non-professional person in reference is usually valuable only from the standpoint of general character.

Full Name of Reference	School/District or Firm Name	Mailing Address	Position or Title	Phone Number or E-mail
1.				
<hr/>				
2.				
<hr/>				
3.				
<hr/>				
4.				
<hr/>				

Are you related to a Letcher County Board of Education Member or the Superintendent? Yes No

Related To: _____

How related? _____

Please state names of friends working for the Letcher County Board of Education _____

If employed, are you willing to abide by the rules and regulations of the Letcher County Board of Education, including the Drug-Free Work Place Policy as they relate to the job for which you are to perform?

Yes No

I hereby affirm that the information given by me in this application is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of this application, or discharge if I have been employed.

I hereby apply for employment with the Letcher County Public Schools and give the District permission to make inquiries of references and from employers concerning my general character and past performance, including permission to request information from any law enforcement agency. I authorize the references listed on this application to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I further agree that the information obtained may become a part of my personnel file if I am employed by the District.

I have read and understand the hiring process procedures for Classified Personnel for the Letcher County Board of Education. I shall provide copies of all the necessary documentation necessary for consideration of my application.

I understand that the District is required by law to obtain criminal history information on applicants as a condition of employment.

It is agreed by and between the Letcher County Public School District and employees that an employee is an "at-will" employee and that the Superintendent may terminate the employment contract at any time.

Signature of Applicant _____

Date _____

LETCHER COUNTY BOARD OF EDUCATION
224 Parks Street
Whitesburg, Kentucky 41858
(606) 633-4455
Fax: (606) 633-4724

CLASSIFIED REFERENCE REQUEST

To: (This is the person to whom you are sending this form)

Name: _____ Title: _____

Address: _____

I hereby give you permission to complete and release this reference form to the Letcher County Public Schools. I agree that the information requested will become part of my personnel file as an applicant or employee of the Letcher County Board of Education, and I agree that the information will not be disclosed to me but is to be treated as confidential by the Letcher County Board of Education. I waive my right to see this information. I further release and agree to hold harmless the Letcher County Board of Education and the person(s) and/or legal entities completing the reference form from any and all claims, demands, actions, and causes of actions which I might have resulting or to result from the furnishing of the information requested and/or provided.

Applicant's Signature _____ Date: _____

Applicant's Name (Please print) _____

Position(s) applied for: _____

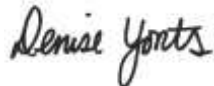
CONFIDENTIAL

Dear Sir or Madam, the above-named person has filed an application for employment with the Letcher County Public Schools. In completing the application, the applicant has indicated that you may be able to help us in evaluating his/her potential as an employee.

Will you please assist us by completing the inquiry on the reverse side of this page and adding any comments you may care to make?

Your cooperation and promptness in returning this inquiry to us will be greatly appreciated.

Sincerely,



Denise Yonts, Superintendent
Letcher County Public Schools

TO THE APPLICANT: Please send a copy of this form to all references listed on your employment application. You should include a pre-addressed, stamped envelope to be mailed directly to:

Personnel Office
Letcher County Schools
224 Parks Street
Whitesburg, Kentucky 41858

OFFICIAL CONFIDENTIAL INFORMATION

Based on your experience, please rate the applicant as follows:

<i>Please indicate by checking</i>	Outstanding	Above Average	Average	Fair	Below Average	Unknown
Professional reliability and attitude						
Participation in school & community activities						
Maturity in social & intellectual areas						
Regularity of attendance						
Responsibility in areas of morality						
Follows rules						
Personal appearance						
Health						
Use of English						
Punctuality						
Attitude towards work						

How long have you known applicant? _____ Would you recommend employment of the applicant? Yes _____ Without reservation _____ With reservation _____

Cannot recommend _____ Explain: _____

Would you want this person to work with ***your child*** in an educational setting? Yes _____ No _____

Information given above is based on (*check items which apply*):

Personal acquaintance with applicant _____ Worked under my supervision _____

A co-worker _____

REMARKS: _____

Firm or School

Signature

Address

Position/Title

City State Zip

Phone

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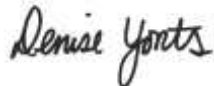
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Firm or School

Signature

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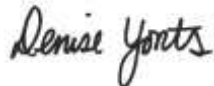
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A co-worker _____

REMARKS: _____

 Firm or School

 Signature

 Address

 Position/Title

 City State Zip

 Phone

ADMINISTRATIVE FORM – E

MVR RELEASE AUTHORIZATION

TRANSPORTATION DEPARTMENT

I, _____, DO HEREBY AUTHORIZE THE
DIVISION OF DRIVER LICENSING TO RELEASE A FIVE (5) YEAR COPY OF
MY DRIVING RECORD TO THE

LETCHER COUNTY BOARD OF EDUCATION
224 PARKS STREET
WHITESBURG, KENTUCKY 41858

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

SIGNATURE

DATE

SUBSCRIBED IN MY PRESENCE AND SWORN UNTO ME THIS

_____ DAY OF _____, _____.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

BUS DRIVERS ONLY

*******MANDATORY*******

**RESTRAINT AND SECLUSION
“PROMOTING POSITIVE BEHAVIOR”**

Restraint and Seclusion Training is mandatory for all employees of the Letcher County Board of Education that are in contact with students.

Access the following website, register and complete the course “

www.ket.pbslearningmedia.org

In search area type:

“Positive Behavior in Schools II Districtwide Implementation”



This is the video you look for.

Once you have completed the course, print your certificate and submit it to Bridget Begley, Personnel Department at the Central Office.

CAN CHECK INSTRUCTIONS

- Open your browser and enter the following URL <https://ssointernal.chfs.ky.gov>
- Select **Citizen or Business Partner** and Select **Sign In**.
- Create Account if you don't have one.
- Sign In
- Select "C" from the alphabet list and select **CAN Payment and Verification (Child Abuse and Neglect)** from the application list and click **Launch**.
- The CAN Check Home screen will be displayed.
- Select **DPP-156** for Central Registry Checks from the **Form** dropdown tab.
- Check **Public School Employee, Student Teacher, Contractor, School-Based Decision-Making Council Member (Required by KRS 160.380)**
- Sections of the selected form annotated with a red * are mandatory fields.
- Note: Hire date is required; put the date you are entering your information.
- A proof of ID (driver's license, birth certificate, or Social Security card or passport) photograph must be attached to each request.
- To Save the current request to your dashboard prior to payment select Save.
- Once submitted, you will be presented with a payment screen.
- You must **Pay by Credit/Debit Card**. Enter information.
- Then select **Proceed to E-Sign**.
- Confirm your electronic signature and select **Sign and Pay**.
- Select **Pay Now** if all the details are correct to finalize payment.
- An E-Mail will be sent to the address on file providing the Case Number upon successful submission.
- The **My Dashboard** of the Requestor dashboard displays In Process. Completed and Cancelled CAN Check requests.
- Select **View** to see CAN Check in Submitted or In Process Status.
- Select **Result** to see the result of CAN Check(s) in Completed or Cancelled Status.
- Select **Print** to print the CAN Check.
- An E-mail will be sent to the address on file upon CAN Check request completion or cancellation stating that results are available for review.

Certified and Classified Fingerprint Form Instructions

Take the Fingerprint card to Whitesburg City Hall or the Letcher County Sheriff's Office and ask someone there to assist you in putting fingerprints on the card. Be sure to complete all information requested on top of card in accordance with the instruction sheet that is enclosed.

Bring the completed and fingerprinted card to the Letcher County Board of Education Central Office with two stamped, addressed envelopes as follows:

One envelope addressed to yourself.

One envelope addressed to: Letcher County Board of Education
224 Parks Street
Whitesburg, KY 41858

- ❖ Bring \$25 payable to Letcher County Board of Education.
Please bring the **correct** amount of cash, money order or certified check.
Personal checks will not be accepted.

**Notice: A criminal records check and a Central Registry
Check must be in your file at Letcher County Board of
Education in order to be considered for employment.**

LETCHER COUNTY SCHOOLS
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