



TIGERS

Brinkley Public Schools

Member North-Central Association

200 Tiger Drive

Brinkley, Arkansas 72021

www.brinkleyschools.com

Brenda Poole, Superintendent

Telephone (870)734-5000

Fax (870) 734-5187

TO: INTERESTED APPLICANT

FROM: Brenda Poole, SUPERINTENDENT

We are delighted that you are interested in being considered for a position in the Brinkley School District.

Enclosed you will find an application form.

INSTRUCTIONAL AIDE APPLICANTS: We must have your completed application form and evidence of any higher education college credits, college degrees or scores from the para-professional exam. Please note that in order to qualify for an instructional aide position, you must have at least an Associate's Degree, 60 college credit hours or have passed the para-professional exam. This is required by the Federal No Child Left Behind Act.

When your application and supporting documents have been received, your file will be reviewed and you will be considered for a position in the schools. An interview will be arranged for you when you become an active candidate for a particular position.

NOTE: State law requires all employees of a public school system to complete a federal and state background check and Tuberculin test, at the employee's expense.

ENCLOSURE: Application



TIGERS

Brinkley Public Schools

Member North-Central Association

200 Tiger Drive

Brinkley, Arkansas 72021

www.brinkleyschools.com

Brenda Poole, Superintendent

Telephone (870) 734-5000

Fax (870) 734-5187

Name _____
Last First Middle

Present Address _____
Number & Street City State Zip Code

Phone _____ I will be available at the above address until _____ (Date)

Permanent Address _____
Number & Street City State Zip Code Area Code & Phone

Position Desired _____ Date Available _____

Give date you would be available for position _____

Social Security Number _____ Date of Birth _____

In case of emergency, notify _____ Relationship _____

Address _____ Phone _____
Number & Street City State Zip Code Area Code & Phone

Have you ever been convicted of a crime (other than traffic violations)? Yes _____ No _____

If above answer is "YES," please explain _____

Do you have any physical impairment that would interfere with your performance in the position for which you are applying?

References: Give at least four references, including supervisors under whom you have worked and who have first-hand knowledge of your character, personality, and working ability.

Name & Position	Address, City State & Zip	Phone #

You may renew your application each year by bringing it up to date. Applications must be fully completed to be accepted.

Note: The Brinkley School District does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap or veteran.

PAGE 2

Have you ever worked with children? _____ If so, where? _____

If you are applying for an Instructional Aide position, you must meet one of the following requirements. (This is a requirement of the No Child Left Behind federal law.)

_____ Passed the Para Professional Exam (attach scores); OR

_____ Obtained 60 or more college credit hours (attach transcript); OR

_____ Obtained an Associate's Degree or higher degree (attach transcript or copy of degree)

College activities in which you have participated _____

EDUCATIONAL AND PROFESSIONAL TRAINING

	Names of Institution Attended	City & State	Dates Attended				Graduation		Total Semester Hours
			From		To				
			Mo.	Yr.	Mo.	Yr.			
High School									
College or University									
Graduate Work									
TOTAL SEMESTER HOURS OF CREDIT									

WORK EXPERINCE (INCLUDE MILITARY SERVICE RECORD)

Inclusive Dates	Name of Employers	Address	Rank or Position Held	Reason for Leaving or Type of Discharge
From To				

PAGE 3

List the salary of the last position you held. \$_____

Please check which you are interested in: Full Time Employment _____ Part Time Employment _____

Check type of position for which you are qualified:

_____ Secretary	_____ General Maintenance	_____ Bus Driver
_____ Bookkeeper	_____ Custodian	_____ Mechanic
_____ Instructional Aide	_____ Food Service	_____ Other (list)
_____ Nurse	_____ Food Service Supervisor	_____

Answer the following questions **ONLY** if applying for a transportation position; otherwise, proceed to the agreement section.

Have you ever driven a bus? Yes_____ No_____ If so, where?_____

How many years?_____ What other driving experience have you had? (Give years of experience.)

Car_____ Truck_____ Others_____

Do you have a driver's license? Yes_____ No_____ Expiration Date_____

Driver's license number _____ CDL license number_____

Have you had any type of vehicle accidents in the last three years? Yes_____ No_____

Do you use intoxicants? Yes_____ No_____ If yes, to what degree? Please explain.

Do you use drugs? Yes_____ No_____ If yes, to what degree? Please explain.

AGREEMENT

I authorize investigation of all statements contained in this application. I understand misrepresentation or omission of facts called for is cause of dismissal without notice at any time during my employment.

I agree, if employed to follow all rules and regulations of the district.

I understand by state law the Board of Education must require all employees to have a Tuberculin test when hired, as well as a state and federal background check. I further understand and agree that the Tuberculin test and background check will be at my expense.

I agree to promptly notify the district of any changes of address during my employment.

DATE _____ SIGNATURE _____
