

Letcher County Public Schools



Learners Today, Leaders Tomorrow!

Application for Classified Personnel

Denise Yonts, Superintendent
224 Parks Street
Whitesburg, KY 41858
Phone: 606-633-4455
Fax: 606-633-4724

An Equal Educational and Employment Institution

Letcher County Public Schools

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Whitesburg, KY 41858
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Instructions for Completion of Classified Application

- ✓ 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 your **high school diploma, GED, or proof that you are currently enrolled in a program and progressing towards obtaining a GED.** You also need to provide a copy of your social security card, driver's license, and proof that you have completed the required training(s), including Restraint and Seclusion training for positions requiring this specified training.
- ✓ When the completed application and copies of the necessary information are received in the office, the application will be considered completed 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 training.
- ✓ 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 SBDM Council, the principal shall notify the superintendent, in writing on the appropriate form, of the choice or the request for 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.
- ✓ The candidate is hired by the superintendent.

Application for Classified Non-Teaching Positions

The Letcher County Board of Education does not discriminate based on race, color, national origin, age, religion, marital status, sex or disability in employment, educational programs or activities as set forth 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 stated 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.

Applicant Name _____

Date _____

Please list classified position(s) that you are applying for:

Information Needed for Classified Application

Specific information is necessary to adequately evaluate an applicant's qualifications. Please complete all items. Write N/A 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.

Necessary Criteria for Consideration of an Application

- ✓ Three completed reference forms and acceptable references listed on the application.
- ✓ Acceptable Criminal Records Check (cost is the responsibility of the applicant).
- ✓ Valid High School Diploma, GED, or proof of current GED enrollment.
- ✓ Results and/or certificates from training/testing required by statutes and 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 email 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 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 and his/her designee. Physical and drug testing forms will be given to the 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 possession of the office of the superintendent.

Applicant Name _____

First

Middle

Last

Social Security # _____ Birthdate _____

Mailing Address _____

Street

City

State

Zip

Email _____

Telephone _____ Name of Spouse (optional) _____

Permanent Address _____

Street

City

State

Zip

Phone where you can always be reached _____

Are you available to for full time work? Yes No If not, what hours can you work? _____

Will you work overtime if asked? Yes No

When will you be available to start 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

Thoroughly complete all applicable education you have received. GED or High School Equivalency programs would be placed in the other category.

College _____ Address (City, State) _____

Diploma _____ Graduation Date _____

High School _____ Address (City, State) _____

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

Other _____ Address (City, State) _____

Course of Study _____ Years Attended _____

Date of Graduation _____

Military Service

Complete this section if you have served or serving in the US 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: _____

Skills

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

Employment History

Please give an accurate and complete account of any full-time and/or part-time employment. Start with the most recent.

Have you ever been employed by the Letcher County Board of Education? Yes No

If yes, when: _____

Company Name _____ Telephone _____

Address _____

Name of Supervisor _____

Date of Employment (month & year) From _____ to _____

Pay Rate _____ Reason for Leaving _____

Job Title _____ Describe the work you performed _____

May we contact this employer? Yes No If no, explain _____

Company Name _____ Telephone _____

Address _____

Name of Supervisor _____

Date of Employment (month & year) From _____ to _____

Pay Rate _____ Reason for Leaving _____

Job Title _____ Describe the work you performed _____

May we contact this employer? Yes No If no, explain _____

Company Name _____ Telephone _____

Address _____

Name of Supervisor _____

Date of Employment (month & year) From _____ to _____

Pay Rate _____ Reason for Leaving _____

Job Title _____ Describe the work you performed _____

May we contact this employer? Yes No If no, explain _____

Have you ever been bonded? Yes No 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, the name of the company where they work, their position, email address, and phone number of each reference. References should include any former employers, supervisors, coaches, etc. that can vouch for your work ethic.

Name of Reference	Company Name & Position	Email Address	Phone Number

Are you related to a Letcher County Board of Education Member or the Superintendent?

Yes No

Related to: _____

Relation: _____

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 Workplace 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 requested 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.

Applicant Signature _____ Date _____

Letcher County Public Schools

Denise Yonts, Superintendent
224 Parks Street
Whitesburg, KY 41858
Phone: 606-633-455
Fax: 606-633-4724

Classified Reference Request

Reference Name _____ Title _____

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 and the person(s) and/or legal entities completing the reference form from any and all claims, demands, actions, or causes of actions which I might have resulting or to result from the furnishing of the information requested and/or provided.

Applicants Signature _____ Date _____

Applicant Name _____

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

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 Central Office, email, or the reference can drop it off in the office.

Official Confidential Information

Based on your experience, please rate the applicant as follows

Please indicate by checking	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 toward work						

How long have you known the 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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Remarks: _____

 Firm or School

 Signature

 Address

 Position/Title

 City State Zip

 Phone

**MVR RELEASE AUTHORIZATION
BUS DRIVERS ONLY**

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, KY 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 _____