

HYDE COUNTY SCHOOLS
NON-CERTIFIED APPLICATION
1430 MAIN STREET, PO BOX 217
SWAN QUARTER, NORTH CAROLINA 27885
PH: 252-926-3281 – FAX 252-926-6988

Date Available for Work: _____

PERSONAL INFORMATION

NAME: _____
Preferred Title First Middle/Maiden Last Nickname

PRESENT ADDRESS: _____
Street City State Zip

HOME PHONE: _____ CELL PHONE: _____ EMAIL: _____

SOCIAL SECURITY NUMBER: _____ New Applicant Former Applicant Former Employee

DESIRED POSITION

CHECK ALL POSITIONS FOR WHICH YOU WISH TO BE CONSIDERED:

- TEACHER ASSISTANT
- BUS DRIVER (must have passed school bus training and hold S & P endorsements on driving license.)
- SUBSTITUTE TEACHER (must have taken Effective Substitute Teacher Training)

- GRADE PREFERRED: _____ NO PREFERENCE

- CUSTODIAN CHILD NUTRITION CLERICAL
- MAINTENANCE BUS GARAGE OTHER _____

OTHER DATA

Have you ever been employed by Hyde County Schools? Yes No

If yes, when? _____ Where? _____ What Position? _____

Are you a United States Citizen? Yes No

Do you have transportation to and from work? Yes No

Have you ever been convicted in court of any offense other than minor traffic violations? Yes No

If yes, please indicate when, where, and disposition of offense. _____

EDUCATIONAL DATA

Check highest year of education completed and list education record.

1 2 3 4 5 6 7 8 9 10 11 12 Graduate: Yes No GED: Yes No

Technical: 1 2 3 4

College: 1 2 3 4 5 6 7 8

	NAME	LOCATION	DATES ATTENDED	DEGREE
HIGH SCHOOL OR EQUIVALENT				N/A
TECHNICAL				
COLLEGE/ UNIVERSITY				
OTHER				

EMPLOYMENT PROFESSIONAL DATA

Beginning with last or present job, list past employment.

Name of Firm: _____ Address: _____

Supervisor: _____ Telephone: _____

Employed From: _____ To: _____ Type of Work: _____

Salary: _____ Reason for Leaving: _____

Name of Firm: _____ Address: _____

Supervisor: _____ Telephone: _____

Employed From: _____ To: _____ Type of Work: _____

Salary: _____ Reason for Leaving: _____

Name of Firm: _____ Address: _____

Supervisor: _____ Telephone: _____

Employed From: _____ To: _____ Type of Work: _____

Salary: _____ Reason for Leaving: _____

MILITARY SERVICE

From: _____ Branch of Service: _____ Duties: _____

To: _____ Type of Discharge: _____

If presently employed, may inquiry be made to your employer regarding your record of employment?

Yes No

REFERENCES

Each applicant must provide the following information in order to be considered for employment with Hyde County Schools.

Please include the names of at least three reference sources. Include current employer if employed, or last employer if not currently employed. References from relatives or persons who can evaluate only your personality and character are not acceptable. References that have known you for at least four years and/or are substantially familiar with your educational achievement and work history are preferred.

Name of Reference	Position	Complete Mailing Address	Telephone Number	Email Address

Please use the space below to provide us with any other information, which you feel might be helpful in evaluating your qualifications for a position with Hyde County Schools. Explain why you would like to work for Hyde County Schools.

My signature below authorizes Hyde County Schools to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information and without limitation hereby release both Hyde County Schools and the reference source from liability in connection with its release or use. This release includes sources cited above and specific examples as follows: the local sheriff, information from the Central Criminal Record Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the North Carolina or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true correct and complete answers and statements on the application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, false answered statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge should I become employed with Hyde County Schools.

Applicant's Signature

Date

PLEASE RETURN APPLICATION TO:

HYDE COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
PO BOX 217
SWAN QUARTER, NC 27885

It is the purpose of Hyde County Schools to offer equal educational and employment opportunities on a nondiscriminatory basis.