
LEE COUNTY SCHOOL DISTRICT
PO BOX 668
242 LEE AVENUE
BEATTYVILLE KY 41311
606-464-5000 (Phone)
606-464-5009 (Fax)
www.lee.kyschools.us

Thank you for your interest in a support position with the Lee County School District. Upon completion and submission, your application will remain on file for three years. As openings occur, active files will be reviewed, applicants screened, and interviews will be scheduled with principals or other supervisors.

In order to be considered for a position, please complete and submit the following items:

- *An Application for Classified Employment*
- Evidence of high school graduation or GED certification
- For Instructional Assistant positions, proof of one of the following –
 1. Associate Degree or Higher
 2. Two years of full-time college study
 3. Kentucky Para-educator Assessment

The following items *may* be submitted with the *Application for Classified Employment*:

- Resume
- Recommendations from previous employers
- For Food Service positions: Kentucky Food Handler Permit
- For Bus Drivers: CDL and proof of completion of driver curriculum

As a condition of employment, the successful applicant will need to furnish the following:

- Physical Examination *Policy 03.111*
- Criminal Record Background Check *Policy 03.11, 03.21*
- Abuse/Neglect Check from the Cabinet for Health and Family Services *Policy 03.11, 03.21*
- Pre-Employment Drug Screening (and Random Testing) *Policy 03.13251*
- Completed W-4 forms and I-9 forms
- Copies of driver's license and social security card

Per **KRS 160.380 (9)(c)**, the successful applicant must also furnish the following:

- List of states of residency, including the dates of residency
- Picture Identification

Applicants hired in substitute positions are responsible for the cost of the Criminal Background Check (\$33.25), the Abuse/Neglect Check (\$10.00) and the Pre-Employment Drug Screening (\$35.00).

Students, their families, district employees, potential employees, and the Lee County community are notified the Lee County School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, vocational programs, services, or activities. The Board of Education of Lee County hereby declares its intention to fully comply with provisions of the Rehabilitation Act of 1973, as amended (commonly referred to as Section 504). In accordance with this act, no programs, policies or practices of this agency will discriminate on the basis of a disability. Different treatment of students based on race is prohibited by Title IV. Different treatment of students based on gender is prohibited by Title IX.

APPLICATION FOR CLASSIFIED EMPLOYMENT

DATE _____

PERSONAL DATA

NAME

(Last) (First) (Middle/Maiden)

ADDRESS

(Street/P.O. Box) (City/State/Zip)

E-MAIL ADDRESS _____ PHONE # _____

CELL PHONE # _____ SOC SEC # _____

DATE OF BIRTH _____

POSITION DESIRED

	Position	Full-Time	Substitute
___	Instructional Assistant/ Para-educator	_____	_____
___	Clerical	_____	_____
___	Food Service Worker/Cook	_____	_____
___	Bus Driver	_____	_____
___	Custodian	_____	_____
___	Maintenance Worker	_____	_____
___	Volunteer	_____	_____
___	Other: _____	_____	_____

Are you a relative of a current school board member? YES / NO

If YES, your relationship: _____
(father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, daughter-in-law)

Have you ever been convicted of a felony or misdemeanor (other than a moving traffic violation), been found guilty, or entered a plea of No Contest, even if adjudication was withheld, in Kentucky or any other state? YES / NO

EDUCATIONAL DATA

	Name of School	Degree/Diploma (Major/Minor)	College Credit Hours Earned	Date Awarded (Month/Year)
High School				
College				
College				
Graduate				
Other				

Please indicate any professional craft, trade, office or other skills and abilities that you possess (plumbing, carpentry, painting, electrical work, CDL license, office skills, computer competency, cooking, etc.). If applying for an Instructional Assistant position, please give examples of your work with children.

WORK EXPERIENCE (Begin with most recent)

Position	Organization	Address (City/State)	Supervisor	Dates	
				From Mth/Yr	To Mth/Yr

REFERENCES

Name	Relationship	Address	Phone

SIGNATURE OF APPLICANT

I hereby declare the information provided by me in this application for employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal. I further authorize you to obtain additional information through personal interviews or written communication with my personal and employment acquaintances.

I understand that my filling out this application does not imply any promise of employment with the Lee County School District. I further understand that, if employed, I would be required to abide by all rules and regulations of the employer.

I authorize the Lee County School District to investigate my previous employment and to make such other investigations as may be deemed necessary. I release the Lee County School District and my current and previous employers from all liability resulting from such information.

Per KRS 160.380 (9)(a):

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE CRIMINAL HISTORY BACKGROUND CHECK AND HAVE A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE EMPLOYEE IS CLEAR TO HIRE BASED ON NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES AS A CONDITION OF EMPLOYMENT. UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT."

Per KRS 160.380 (9)(c):

Identify the states of residency, including dates of residency:

States of Residency	Dates of Residency

SIGNATURE _____

DATE _____

RETURN APPLICATION AND REQUIRED INFORMATION TO:

Office of the Superintendent
Lee County Board of Education
PO Box 668
242 Lee Avenue
Beattyville, KY 41311
(606) 464-5000 (phone)
(606) 464-5009 (fax)