

**SMACKOVER-NORPHLET SCHOOL DISTRICT**  
*Classified Employment Application*

Return your fully completed and signed application in person, by mail, or fax to:

**SMACKOVER-NORPHLET SCHOOL DISTRICT**  
 112 East 8<sup>th</sup> Street Smackover, AR 71762  
 Phone: (870) 725-3132 Fax: (870) 725-1250

**APPLICANT INFORMATION**

Last Name:		First:		M.I.:	Birth Date:	
Address:				Apartment/Unit #:		
City:		State:		ZIP:		
Phone:		E-Mail Address:				
Date Available:		Social Security #:		Desired Salary:		
Position Applied for:	Bus Driver		Custodian		Nurse	Preschool
	Cafeteria		Maintenance		Paraprofessional	
	Vehicle Mechanic		Clerical/Bookkeeping			
	Other (Please specify.)					
Are you a citizen of the United States?		Yes	No	If no, are you authorized to work in the U.S? Yes No		
Have you ever worked for this company?		Yes	No	If so, when?		
Have you ever been convicted of a felony?		Yes	No	If yes, explain.		

**EDUCATION**

GED:		Yes	No	Date Obtained:	
High School:			Address:		
From:	To:	Did you graduate?	Yes	No	Degree:
College:			Address:		
From:	To:	Did you graduate?	Yes	No	Degree:
Other:			Address:		
From:	To:	Did you graduate?	Yes	No	Degree:

**MILITARY SERVICE**

Branch:		From:	To:
Rank at Discharge:		Type of Discharge:	
If other than honorable, explain:			
Are you an unmarried surviving spouse of a deceased veteran?		Yes	No

Please note: State and Federal laws require bus drivers and others in safety-sensitive functions to participate in planned and random testing for alcohol and prohibited substances (drugs).

## CRIMINAL BACKGROUND CHECK

I understand that in the event I am offered a position with the Smackover-Norphlet School District, I will be required to be fingerprinted and have a criminal background check in accordance with the Official Code of Arkansas Annotated 6-17-41.

Yes

No

Please Answer the following questions carefully and completely:

Have you ever been arrested, pleaded guilty or no contest to, or been convicted of a criminal offense other than a **minor\*** traffic offense?

Yes

No

If yes, provide detailed information below from each offense, including the specific offense for which you were charged and the disposition of the offense and the date, court, state, and county where you were charged.

\*Some examples of traffic offenses that are **NOT** considered **MINOR** and which must be listed include driving under the influence, reckless driving, eluding a law enforcement officer, as well as any other traffic offense for which you were fined \$50 or more or were sentenced to jail, probation, or had your license suspended or revoked. Offenses will not necessarily prevent you from employment. Each situation is evaluated individually based upon the time, circumstances, and seriousness of the violation and its relationship to the type of employment sought.

## PREVIOUS EMPLOYMENT

Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary:	Ending Salary:	
Responsibilities:			
From:	To:	Reason for leaving:	
May we contact your previous supervisor for a reference?		Yes	No
Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary:	Ending Salary:	
Responsibilities:			
From:	To:	Reason for leaving:	
May we contact your previous supervisor for a reference?		Yes	No
Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary:	Ending Salary:	
Responsibilities:			
From:	To:	Reason for leaving:	
May we contact your previous supervisor for a reference?		Yes	No

## JOB SKILLS- CLERICAL/BOOKKEEPING POSITIONS ONLY

Mark each skill area and level that is correct for you. (Highly Skilled = top 25%; True Expert = top 10%)

PC General Operation	No Skill	Beginner	Average	Highly Skilled	True Expert
PC Spreadsheets	No Skill	Beginner	Average	Highly Skilled	True Expert
PC Databases	No Skill	Beginner	Average	Highly Skilled	True Expert
Google Apps (Docs,Forms, etc.)	No Skill	Beginner	Average	Highly Skilled	True Expert
Microsoft PowerPoint	No Skill	Beginner	Average	Highly Skilled	True Expert
Microsoft Word	No Skill	Beginner	Average	Highly Skilled	True Expert
Microsoft Excel	No Skill	Beginner	Average	Highly Skilled	True Expert
Microsoft Access	No Skill	Beginner	Average	Highly Skilled	True Expert
Microsoft Publisher	No Skill	Beginner	Average	Highly Skilled	True Expert
Bookkeeping via PC	No Skill	Beginner	Average	Highly Skilled	True Expert
Composing Business Letters	No Skill	Beginner	Average	Highly Skilled	True Expert
Editing Business Letters	No Skill	Beginner	Average	Highly Skilled	True Expert
Grammar (written)	No Skill	Beginner	Average	Highly Skilled	True Expert
Grammar (spoken)	No Skill	Beginner	Average	Highly Skilled	True Expert
Handling Interruptions	No Skill	Beginner	Average	Highly Skilled	True Expert
Dealing with Children	No Skill	Beginner	Average	Highly Skilled	True Expert
Dealing with Adults	No Skill	Beginner	Average	Highly Skilled	True Expert
Any other job-related skills:					

## BUS DRIVING/VEHICLE MAINTENANCE POSITIONS ONLY

If the answer is YES to any question marked with a \*, you must attach a written explanation.

Has your license to drive ever been suspended or revoked OR has your driving privileges been limited by court action?*			Yes	No
Have you ever been involved in a traffic accident in the past three years where you were the driver?*			Yes	No
Have you had any traffic tickets not listed in the Criminal Background Check Section?*			Yes	No
<b>Years of Driving Experience</b>	Passenger car or pick-up truck	Public School Bus		
	Commercial Bus	Truck (Over 6 Wheels)		
Arkansas Driver's License Number:	Class:	Expires:		
Are you willing to attend a no-cost training course to become eligible to drive a school bus?			Yes	No
<p><b><i>All bus driver or vehicle maintenance applicants must also complete and return a Motor Vehicle Form along with their application.</i></b></p>				

## JOB SKILLS- MAINTENANCE POSITIONS ONLY

Mark each skill area and level that is correct for you. Mark only those areas in which you seek employment.

<b>Carpentry:</b>	None	Basic	Skilled	Professional	Layout
<b>Plumbing:</b>	None	Basic	Skilled	Professional	Licensed
<b>Electrical:</b>	None	Basic	Skilled	Professional	Licensed
<b>HVAC:</b>	Technician	Installer	Limited Repair		
<b>Masonry:</b>	Yes	No	<b>Welding</b>	Yes	No
<b>Cabinetry:</b>	Yes	No	<b>Other:</b>		
My <b>primary</b> skill is:					
If licensed in a trade:			License Type:		

## REFERENCES

Please list three people, other than relatives, whom you have known at least one year.

Full Name:	Relationship:
Address:	Phone:
Full Name:	Relationship:
Address:	Phone:
Full Name:	Relationship:
Address:	Phone:

## APPLICANT'S AUTHORIZATION STATEMENT

I understand that this application is the property of the Smackover-Norphlet School District and cannot be returned. By filing application for employment with the Smackover-Norphlet School District, I agree, if employed, to abide by all the policies as set forth by the Smackover-Norphlet School Board of Education. I authorize full investigation of the information given in this application and consent to the representatives of the Smackover-Norphlet School District contacting my references, previous employers, school attended, court officials, law enforcement authorities, and other individuals.

I authorize all employers, persons, schools, corporations, agencies, or other entities to release information concerning me and I hereby release those parties from any and all liability whatsoever for providing such information. I understand that the Smackover-Norphlet School District may investigate sources or references other than those given in this application. I acknowledge that all references will be confidential information. I understand that nothing in this employment application, in the statements or policies of the Smackover-Norphlet School District or the Smackover-Norphlet School Board of Education, or in communications with any District or Board Official is intended to create an employment contract. No promises of employment have been made to me. I also understand that any misstatement or omission of any information requested throughout the application and interview process shall be a reason for non-employment or dismissal from employment.

Signature:

Date:

When a vacancy is anticipated or occurs, all completed applications in the given area are reviewed carefully. Applications are kept on active file for three years from the date received and will be disposed of properly by shredding after that date.  
You may reactivate and update your application beyond that time by calling the central office.

***Smackover-Norphlet School District is an Equal Opportunity Employer.***

***It is the policy of the Smackover-Norphlet School District not to discriminate on the basis of age, sex, race, color, religion, national origin, or disability in its educational programs, activities, or employment practices.***