

Elliott County School District
PO Box 767
Sandy Hook, KY 41171
Phone: 606-738-8002
Fax: 606-738-8050

Classified Application
 Revised 07/2012

I. Personal Information

Date:			
Last Name	First Name	Middle Name	
Address (current)	City	State	Zip
Address (permanent)	City	State	Zip
Home Phone	Cell Phone	Social Security Number	

II. Position

Position(s) for which you are applying:	(Check all positions you wish to be considered for)
<input type="checkbox"/> Bus Monitor	<input type="checkbox"/> Custodian
<input type="checkbox"/> Cook/Baker	<input type="checkbox"/> Clerical
<input type="checkbox"/> Food Service	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Computer Technology	<input type="checkbox"/> Paraeducator
<input type="checkbox"/> Other (please list)	
Location:	<input type="checkbox"/> Substitute <input type="checkbox"/> Permanent
When would you be available to begin work?	

III. Personal References (Do not list relatives)

1. Name/Title	Address	Phone number
2. Name/Title	Address	Phone number
3. Name/Title	Address	Phone number
4. Name/Title	Address	Phone number

For District use only: Date received: _____ Time received: _____ By: _____

IV. Education (List most recent education first-please provide an official college transcript)

College or University	Dates attended	Degree	Hours earned
Technical/Vocation school	Dates attended	Degree	Hours earned
High School		Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No	GED: <input type="checkbox"/> Yes <input type="checkbox"/> No
List any skills that you possess that may be beneficial for the position(s) for which you are applying:			
List all equipment and machines that you are familiar with or can operate that may be beneficial for the position(s) for which you are applying:			

V. Miscellaneous Questions

1. Write a brief statement about why you are applying for a position within the Elliott County School District.
2. Have you ever worked for or interviewed for a position in the Elliott County School District? <input type="checkbox"/> Yes <input type="checkbox"/> No Dates worked: Date interviewed: If Yes, please explain:
3. Have you ever been dismissed or refused re-employment in any position that you have held? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:
4. Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:

For this type of employment, state law requires a state criminal history background check as a condition of employment. Under certain circumstances, a National Criminal History Background Check may be required as a condition of employment.

VI. Work history (List most recent first)

1. Company Name	Address	Dates of employment
Position Held	Contact person/phone number	Reason for leaving
What were your responsibilities?		
2. Company Name	Address	Dates of employment
Position Held	Contact person/phone number	Reason for leaving
What were your responsibilities?		
3. Company Name	Address	Dates of employment
Position Held	Contact person/phone number	Reason for leaving
What were your responsibilities?		
4. Company Name	Address	Dates of employment
Position Held	Contact person/phone number	Reason for leaving
What were your responsibilities?		
May we contact the above individuals regarding your work history/performance? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If No, please list individuals you do not wish for us to contact.		

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Please read carefully then sign and date below.

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 Elliott County Schools and give the district permission to make inquiries of references and former employers concerning my general character and past performance including permission to request information from any law enforcement agency. I further agree that the information obtained will become a part of my personnel file if the District employs me.

I understand that the district is required to obtain criminal history record information on applicants as a condition of employment. I hereby give the District permission to make inquiries from any law enforcement agency. If a record check is returned with a criminal history the District has the right to discharge the employee.

I recognize that if I am employed, I may be assigned or reassigned to a specific position, as the need requires throughout the term of my employment. Such assignments will be consistent with Kentucky Revised Statutes.

I understand I am eligible to participate in 401K or 403B Annuity Plans and that I will be paying into the County Employee Retirement System.

I understand that the Elliott County Board of Education and Elliott County School District is a drug free workplace and that I will be required to participate in a pre-employment drug test if offered a position and random employee drug testing if hired.

Signature of Applicant

Date

The Elliott County School System is an equal opportunity employer and does not discriminate among applicants or employees regarding national origin, race, color, sex, marital status, handicap, religious preference, age, or genetics.

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Instructions and Information

Applicant must file the items listed below with the Elliott County School District office before you will be considered for employment.

1. Completed, signed and dated application
2. Copy of high school diploma, GED or documentation of enrollment and satisfactory progress in a GED program.
3. **For paraeducator positions:** official college transcripts from any and all colleges/universities attended or have successfully passed the Kentucky Paraeducator Assessment Exam.

Follow directions carefully. Specific information is necessary to adequately evaluate an applicant's qualifications. All items must be completed. Write N/A if the item is not applicable.

After your application credentials are received, you may be selected to proceed in the interview process. The Elliott County Board of Education is in no way obligated by the filing of this application. The acceptance of this application does not indicate that there are open positions.

Applicant's oath pertaining to being a relative of Board Members, Superintendent or Principal of the school where employment is being pursued.

As defined in KRS 160.380*, I realize that I cannot be a relative of a school board member, the superintendent or a principal of the school where I am applying for employment. Therefore, I declare that I am not a relative to the individuals which hold any of these positions. I understand that false information given in regard to this will result in my immediate dismissal of employment and subject me to potential legal action.

*KRS 160.380 defines relative as father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law.

Signature of Applicant

Date