

Name _____
Last First Middle

Address _____
No. & Street/P.O. Box

_____ City State Zip

Phone _____
Area code & Telephone number

Social Security Number _____

Date _____

Position(s) applying for	
<input type="checkbox"/> Head Start	
<input type="checkbox"/> Teacher Assistant	
<input type="checkbox"/> Clerical	<input type="checkbox"/> Bus Assistant
<input type="checkbox"/> Food Service	
<input type="checkbox"/> Maintenance	
<input type="checkbox"/> Bus Operator	
<input type="checkbox"/> Custodian	<input type="checkbox"/> Security
<input type="checkbox"/> Preschool	
<input type="checkbox"/> _____	
<input type="checkbox"/> Full time	<input type="checkbox"/> Part time

Baldwin County Schools

110 N. ABC Street
Milledgeville, GA 31059
478.453.4176

Application for Employment - Classified

Have you ever filed an application with us before? Yes No If yes, give date _____

Have you ever been employed with us before? Yes No If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

On what date would you be available for work? _____

Are you currently on "lay-off" status and subject to recall? Yes No

List any skills or qualifications you may have which will be of special benefit in the job for which you are applying.

Education

	Name/Location of School	Dates Attended	Last Grade Completed	Did You Graduate?
High School				
College				
Trade/Business School				
Other				

Include a copy of all college/trade or business school transcripts. Include a copy of high school transcripts if no further education beyond high school.

Military Experience

Branch of Service	Dates of Service		Length of Service Months/Years	Highest Rank	Type of Discharge
	From	To			

Name of person to notify in an emergency _____

Address _____ Phone _____

How many days were you absent from work last year? _____

Primary reason _____

Have you ever pleaded guilty to or have been convicted of any offense relating to the possession or distribution of illegal drugs?

Yes _____ No _____ If yes, explain. _____

Have you ever been convicted of any other felony or misdemeanor other than minor traffic offenses?

Yes _____ No _____ If yes, explain _____

Work Experience

Current or Last Employer	Dates Employed From To	
Address		
Job Title Supervisor	Hourly Rate/Salary Starting Final	
Reason for leaving		
Employer	Dates Employed From To	Work Performed
Address		
Job Title Supervisor	Hourly Rate/Salary Starting Final	
Reason for leaving		
Employer	Dates Employed From To	Work Performed
Address		
Job Title Supervisor	Hourly Rate/Salary Starting Final	
Reason for leaving		
Employer	Dates Employed From To	Work Performed
Address		
Job Title Supervisor	Hourly Rate/Salary Starting Final	
Reason for leaving		
Employer	Dates Employed From To	Work Performed
Address		
Job Title Supervisor	Hourly Rate/Salary Starting Final	
Reason for leaving		

If you need additional space, please continue on a separate sheet of paper.

In your own handwriting tell why you would like to work for the Baldwin County Schools.

References

List five references. These should be persons qualified to give information to show your fitness for the position you seek, including former supervisors and/or employees.

Do not include neighbors, friends or relatives.

Name	Position	Complete Mailing Address	Telephone

By filing an application for employment with the Baldwin County Schools, if employed, I agree to abide by all policies as set forth by the Baldwin County Board of Education. I authorize full investigation of the information given in this application and consent to the representatives of the Baldwin County Board of Education contacting my references, previous employers, physicians, hospitals schools attended, court officials and law enforcement authorities. I also understand any misstatement or omission of any information requested shall be a reason for non-employment or dismissal from employment.

I understand that my application is not complete until transcripts of my college work, recommendations and all supporting documents are submitted to the office personnel. I also understand the application, transcripts, references and other data are the property of the Baldwin County Board of Education and will not be returned.

Applicant's Signature _____ **Date** _____

All persons employed in the Baldwin County Schools must be approved by the Baldwin County Board of Education. Therefore, no employment is official until it has been confirmed at a meeting of the Board of Education. Applications are kept in our active file one year from the date of the application. It is the responsibility of the applicant to re-apply after that time.

It is the policy of the Baldwin County Board of Education not to discriminate on the basis of age, sex, religion, national origin or handicap in its educational programs, activities or employment practices.