

Application for Employment  
Elbert County School System  
Department of Personnel  
50 Laurel Drive  
Elberton, Georgia 30635



Office Use Only: Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applications which do not contain adequate information will be either delayed or not processed. Applications will remain active for a period of two years. Applications and attached documents will be destroyed after two years.

**POSITION(S) DESIRED**

Indicate positions for which you desire employment:

- Clerical \_\_\_\_\_
- Custodial \_\_\_\_\_
- Maintenance \_\_\_\_\_
- Other (Please be specific) \_\_\_\_\_
- Paraprofessional \_\_\_\_\_
- Bus Driver \_\_\_\_\_
- School Nutrition \_\_\_\_\_

**SECTION I. GENERAL INFORMATION**

\_\_\_\_\_  
LAST NAME                                      FIRST NAME                                      MIDDLE NAME

\_\_\_\_\_  
STREET ADDRESS/MAILING ADDRESS                                      TELEPHONE NUMBER(including area code)

\_\_\_\_\_  
CITY    STATE    ZIP

\_\_\_\_\_  
DATE OF BIRTH    SOCIAL SECURITY NUMBER

- Have you ever been dismissed from employment or been allowed to resign? \_\_\_\_\_
- Have you ever received an unsatisfactory performance evaluation from an employer? \_\_\_\_\_
- Have you been placed on disciplinary probation or been suspended from any position? \_\_\_\_\_
- Can you perform any or all job functions with or without reasonable accommodation? \_\_\_\_\_

***If the answer to any of the above is yes, you must attach an explanation.***

How many days did you fail to attend work last year for any reason? \_\_\_\_\_

Have you ever filed a written application for employment with the Elbert County School System? \_\_\_\_\_  
If yes, when? \_\_\_\_\_

Have you worked for Elbert County School System before? \_\_\_\_\_  
If yes, dates of employment \_\_\_\_\_ Employed at which school \_\_\_\_\_

If applying for the position of bus driver please provide drivers license number \_\_\_\_\_

Class of Driver's License \_\_\_\_\_ Endorsements \_\_\_\_\_

Can you operate a manual transmission? \_\_\_\_\_

**SECTION II. EDUCATION\*** Please include high school and college education.

<u>Name of Institution</u>	<u>Dates Attended</u>	<u>Degree Earned</u>	<u>Major</u>	<u>Minor</u>

\*Paraprofessional applicants must include transcripts for all education above high school level or GACE paraprofessional assessment results.

**SECTION III. CRIMINAL BACKGROUND**

Have you ever been convicted of a felony or misdemeanor, including pleading nolo contendere, or are you under investigation for any such offense, other than a minor traffic offense? Do not include minor traffic violations for which a fine of \$75.00 or less was imposed. All other convictions must be included even if they were pardoned. Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is yes you must complete the provided information.

<u>Type of Offense</u>	<u>Date</u>	<u>Name of Law Enforcement Authority</u>	<u>Disposition (Outcome)</u>

**SECTION IV. EMPLOYMENT RECORD** List present or most recent employer first. Include educational and non-educational work experience. **A RESUME CANNOT SUBSTITUTE FOR THIS INFORMATION HOWEVER IS ALLOWED TO BE ATTACHED TO APPLICATION.**

- \_\_\_\_\_

Company or School Job Title

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Address City State Zip

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Telephone Number Supervisor

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Dates of Employment Reason for Leaving
- \_\_\_\_\_

Company or School Job Title

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Address City State Zip

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Telephone Number Supervisor

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Dates of Employment Reason for Leaving

3. \_\_\_\_\_

Company or School		Job Title	
Address	City	State	Zip
Telephone Number		Supervisor	
Dates of Employment		Reason for Leaving	

**SECTION V. WORK EXPERIENCE** Describe experiences or skills that you feel have significantly contributed to your preparation for the position you seek. Complete this in your own handwriting.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION VI. REFERENCES** You must list the most recent supervisor under whom you have worked. Do not include neighbors, friends, or relatives.

1. \_\_\_\_\_

Name		Position	
Company or School		Telephone Number (including area code)	
Address	City	State	Zip

2. \_\_\_\_\_

Name		Position	
Company or School		Telephone Number (including area code)	
Address	City	State	Zip

3. \_\_\_\_\_

Name		Position	
Company or School		Telephone Number (including area code)	
Address	City	State	Zip

**SECTION VII. APPLICANT'S AUTHORIZATION STATEMENT**

I understand that the application, transcript, references and other data are the property of the Elbert County School System and cannot be returned. I understand that my application will remain active for two years. After that time my application and attached documents will be destroyed unless I submit a written statement to extend my application period for one year. By filing an application for employment with the Elbert County School System, I agree, if employed, to abide by all the policies as set forth by the Elbert County Board of Education. I authorize full investigation of the information given in this application and consent to the representatives of the Elbert County School System contacting my references, previous employers, schools attended, court officials and 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 Elbert County School System 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 Elbert County School System or the Elbert County Board of Education or in my communications with any System 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. This is to certify that all statements contained herein are complete and accurate.

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Signature of Applicant

Date