CLASSIFIED EMPLOYEE APPLICATION

Whitley County Board of Education
300 Main Street
Williamsburg, KY 40769
Phone 606-549-7000

Would you like to be considered for a substitute position?
Yes No

(Only hired in January/July as needed)

Please indicate here if you are only applying for a substitute position and do not wish to be considered for full time employment_____

Date Applied: _____

Position desired (Check one or more)

_____Instructional Assistant _____Bus Driver _____Cook/Baker

_____Maintenance _____Bus Monitor _____Custodian

_____Mechanic _____Secretarial _____Other

Name: _____ _____ _____
Last First Middle

Social Security Number: _____ Phone Number: _____

If no phone give closest neighbor's name & number: _____

Present Address: _____

Permanent Address (if different): _____

Indicate the date you will be available for employment: _____

Do you have a valid Kentucky Drivers License? _____ Yes _____ No

Have you been cited for any traffic violations within the past three years? ____ Yes ____ No

If yes, explain: _____

Have you been the driver of a vehicle involved in any traffic accidents within the past three years?
____ Yes ____ No If so, specify the nature of each: _____
_____

Have you been charged or had charges substantiated with child abuse, neglect and/or sexual abuse?
____ Yes ____ No

If so, when and where? _____

Have you ever been convicted of a felony or misdemeanor (other than a moving violation), been found guilty or entered a plea of nolo contendere (no contest) even if adjudication was withheld, in Kentucky or any other state? _____ Yes _____ No

EDUCATIONAL EXPERIENCE:

Please give a full educational history with approximate dates and grade level reached

Did you graduate from high school? _____ Yes _____ No

If you checked no, have you earned your GED? _____ Yes _____ No

	School Attended	Address	Dates Attended
Elementary			
Junior High			
High School			
College			
Vocational or Other			

List any special training or experience which you think is pertinent to the job for which you are applying._____

_____

List work experience

Name & Address of Employer	Date Employed	Date Left	Nature of Work	Direct Supervisor

List three (3) references (Non-relative):

Name	Title	Address	Phone Number
1.			
2.			
3.			
4.			

IF A JOB OFFER IS MADE TO YOU, IT IS CONDITIONED ON THE RESULTS OF A MEDICAL EXAMINATION AND DRUG TESTING THAT IS REQUIRED OF ALL PERSONS APPLYING FOR THAT JOB CATEGORY. THE MEDICAL EXAMINATION IS REQUIRED BY KENTUCKY LAW AND 704 KAR 4:020

Kentucky Revised Statute 160.380 requires a criminal background check on each applicant for a school system employment position

This application will be held for **one year**. After one year, if you still desire employment in the Whitley County School System, a new application should be completed. I certify that all information provided on this application is correct and accurate 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. There are no provisions in Kentucky law that affords classified employees tenure; therefore, all classified employees are at-will. At-will employees may be dismissed with, or without, cause at anytime. I acknowledge this provision by signing this application and submitting it to this school district.

I authorize you to obtain an investigative consumer report containing information obtained through personal interviews with my neighbors, friends, and acquaintances. This report, if obtained, may include characteristics and mode of living. I understand I have the right to make a written request within a reasonable period to receive additional detailed information about the nature and scope of such investigation.

_____

Signature

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status, or physical or mental handicap or disability.

NOTICE!

All applications for **CLASSIFIED** employment **MUST** include a copy of a high school diploma or transcript from an appropriate accredited high school or a GED certificate. Applications submitted without such GED, transcript or diploma **WILL NOT** be considered.