

**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 and a Child Abuse/Neglect check through the Central Registry 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.

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**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.