

DO NOT WRITE IN THIS SPACE

**APPLICATION
For Employment in the**

**MUSCOGEE COUNTY SCHOOL DISTRICT
COLUMBUS, GEORGIA**

For a Classified Position

	By	Date	Date	Rating
Entered App. Trk.				
Reviewed				
Interviewed				

All material submitted with this application becomes the property of the Muscogee County School District. Neither originals nor copies may be released to the applicant or any other party.

Date _____

Name _____
Last First Middle Initial (Other Names Used)

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Home Phone () _____

Work Phone () _____

Social Security Number _____

JOB(S) APPLIED FOR

- Clerical (complete sections 1, 3, 4) Paraprofessional (complete sections 3, 4 plus questions)
- Food Service (complete sections 3, 4) Transportation (complete sections 2, 3, 4 plus MVR)
- Maintenance (complete sections 3, 4)

I am most interested in the position(s) of: (1) _____ (2) _____
(3) _____ (4) _____

Do you want to work full-time or part-time ?

Have you worked for us before? Yes No If yes, when? _____

If hired, on what date will you be available to work? _____

AN EQUAL OPPORTUNITY EMPLOYER. The Muscogee County Board of Education does not discriminate in the educational and employment policies under which it operates and will honor all appropriate laws relating discrimination.

SECTION 1

CLERICAL ONLY

Please check skills you possess below:

Skill	Yes	Years of Experience	Words Per Minute
Typing			
Shorthand			
Filing			
Bookkeeping			
Accounting			
Computer			
Word Processing			
Payroll			

Have you had any library experience? If so, please explain.

If hired, do you have a reliable means of transportation to get to work? Yes No

SECTION 2

DRIVERS ONLY

Do you hold a valid driver's license? Yes No

Years of driving experience (specify) Car _____ Bus _____ Truck _____

Driver's license number _____ Class _____ Expiration date _____

Have you been involved as the driver in a traffic accident within the past three (3) years? Yes No

Date _____ Nature of accident _____ Fatality _____ Injuries _____

Have you been convicted of any traffic violations? Yes No

Location (city, state) _____ Date _____

Charge _____ Penalty _____

Has your license, permit, or privilege ever been suspended or revoked? Yes No (If yes, explain)

Safe driving awards you hold _____

Issued by _____

Are you willing to attend a school bus driver training course? Yes No

SECTION 3

EDUCATIONAL BACKGROUND

Type of School	Name and Address	DATES ATTENDED		Number of Years Attended	Diploma or Degree	Course Major
		From	To			
Grammar or Grade		X	X			
High School						
College						
Post Graduate						
Business or Trade						
Other						

PRIOR WORK HISTORY (List in order, most recent first)

1	Dates From To		Name and Address of Employer	Nature of Work	Supervisor's Name and Title	Reason for Leaving
	1					
2						
3						
4						
5						
6						

If now employed, why do you wish to change positions? _____

Have you ever been discharged from any place of employment? Yes No If yes, why? _____

WORK RELATED REFERENCES (3 most current references from work history listed above)

Name	Address and Phone Number	Position
1.		
2.		
3.		

SECTION 4

Add here any additional information which you believe will assist us in arriving at a true estimate of your qualifications:

Person to be notified in case of accident or emergency:

Name _____

Relationship _____ Phone Number (Home) _____

Address _____ Phone Number (Work) _____

Have you ever been convicted by Federal, State, or other law-enforcement authorities, for any violation of any Federal law, state law, county or municipal law, regulations, or ordinance? (Do not include anything that happened before your sixteenth birthday.) Do not include minor traffic violations of which a fine of \$35 or less was imposed. Yes No

Signature

Date

I understand that if employed, falsified statements on this form shall be considered sufficient cause for dismissal.

Thank you for completing this application form and for your interest in employment with the Muscogee County School District. We would like to assure you that your application will be given careful consideration.

**APPLICANT'S CERTIFICATION AND AGREEMENT
PLEASE READ CAREFULLY**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history.

Signature of Applicant _____ Date _____

NOTE: An application is considered incomplete until all information has been received in the Personnel Office. Three work-related references must be submitted along with any additional information required for the specific job for which application is being made. Paraprofessional and clerical positions require proof of high school diploma or GED. If you have previously filed an application with the Muscogee County School District, give the approximate date: _____. **This application will remain active for a period not to exceed one (1) year unless updated.**