



Greenup County Schools

All for One

OFFICE USE ONLY

Phys/TB _____
CRC/ST _____
DIP/GED _____

CLASSIFIED APPLICATION

Certification or License Information (CDL, paraeducator, etc.) Types: _____

OFFICE USE

Date Received _____ Date Employed _____

I. PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Name _____

Social Security Number _____

Address (Current) _____ City _____ State _____ Zip _____ Phone _____

Address (Permanent) _____ City _____ State _____ Zip _____ Phone _____

E-Mail Address _____

Are you related to any:

Greenup County Board of Education members? Yes No School Personnel? Yes No

Site Based Decision Making members? Yes No

If so, please list names and positions: _____

II. POSITION

A. Full Time Part Time Substitute

B. Secretarial Paraeducator Food Service Custodial Bus Driver Maintenance Coach Monitor

III. GENERAL INFORMATION

A. Present Position _____

B. When would you be available for this position? _____

IV. EDUCATION

College/University _____ Dates Attended _____ Degree _____

Vocational/Technical _____ Dates Attended _____ Areas of Study _____

High School _____ Diploma Yes No

V. WORK REFERENCES (Include principals, superintendents, supervisors or others for whom you have worked recently)

Name	Address	Phone	Referral Person's Position

VI. PERSONAL REFERENCES (Do not use any Greenup County Schools Central Office Personnel)

Name	Address	Phone	Referral Person's Position

VII. WORK EXPERIENCE (List most recent first)

FROM: Mo. Yr. to Mo. Yr.	Number of Months	Title of Position	Salary - Final
Name of Employer		Duties	
Address/Phone Number			
Name of Supervisor		Reason for Leaving	
FROM: Mo. Yr. to Mo. Yr.	Number of Months	Title of Position	Salary - Final
Name of Employer		Duties	
Address/Phone Number			
Name of Supervisor		Reason for Leaving	
FROM: Mo. Yr. to Mo. Yr.	Number of Months	Title of Position	Salary - Final
Name of Employer		Duties	
Address/Phone Number			
Name of Supervisor		Reason for Leaving	

VIII. COMPLETE ONLY THE AREA(S) BELOW FOR WHICH YOU ARE APPLYING

1. SECRETARY OR BOOKKEEPING

Check each category in which you have training or experience

- | | |
|---|---|
| <input type="checkbox"/> Accounting/Bookkeeping | <input type="checkbox"/> Payroll |
| <input type="checkbox"/> Library Clerical | <input type="checkbox"/> Date Entry |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Microsoft Office |
| <input type="checkbox"/> Other Computer: | |
-

2. CUSTODIAL AND MAINTENANCE

Check each category in which you have training or experience

- | | |
|---|---|
| <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Grounds Maintenance | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Masonry | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Boiler License | <input type="checkbox"/> General Repair |
| <input type="checkbox"/> Other: | |
-

3. BUS DRIVER

Check each category in which you have training or experience

- | | |
|---|---|
| <input type="checkbox"/> Truck/Bus Driver | <input type="checkbox"/> Body and Fender |
| <input type="checkbox"/> Auto/Truck Maintenance | <input type="checkbox"/> Route Planning and Supervision |
| <input type="checkbox"/> Auto Mechanics | <input type="checkbox"/> Commercial Drivers License |
| <input type="checkbox"/> Other: | |
-

Have you ever had a damage accident? Yes No

If yes, explain:

Have you ever been cited for a traffic regulation violation? Yes No

4. FOOD SERVICE

Check each category in which you have training or experience

- | | |
|--|----------------------------------|
| <input type="checkbox"/> Cooking (other than for family) | <input type="checkbox"/> Cashier |
| <input type="checkbox"/> Baking | <input type="checkbox"/> Other: |
-

IX. OTHER CONSIDERATIONS

Have you ever applied for a position with the Greenup County School District before? Yes No

Date Applied: _____ Date Worked: _____

If so, under what name? _____

Have you ever been convicted of any crime as an adult? Yes No

If yes, explain: _____

Have you ever been dismissed from or refused re-employment in a certified position? Yes No

- X. YOU MAY INCLUDE A RESUME AND LETTERS OF RECOMMENDATION.
- XI. EVIDENCE OF CERTIFICATION OR LICENSE APPLICABLE FOR THE POSITION SOUGHT MUST ACCOMPANY THIS APPLICATION.
- XII. STATE LAW REQUIRES A CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. CHECKS MUST BE COMPLETED IN KENTUCKY.
- XIII. THIS APPLICATION WILL BE KEPT ON FILE FOR THREE YEARS FROM THE DATE RECEIVED. AFTER THREE YEARS, CONTACT THE PERSONNEL OFFICE TO KEEP YOUR APPLICATION ACTIVE.
- XIV. I certify that all statements made by me in this application are true, complete and correct to the best of my knowledge and that I am aware that any false statements of misrepresentations or omissions of the facts will be sufficient cause for dismissal.

I understand that the Greenup County School District may want to verify the statements I have made in this application. I hereby give my permission for the Greenup County School District, either at this time or at any time during my employment, to request and review employment records from previous employers, court records and police records from any local, state or federal agency keeping such records. I also authorize the Greenup County School District to obtain oral and written recommendations from the persons listed on this application, from all previous employers and from persons listed as personal references.

Date: _____ Signature of Applicant: _____

COMPLETION OF THIS SECTION IS VOLUNTARY
Information is used **ONLY** for statistical purposes

ETHNIC ORIGIN

- | | | |
|--|---|---|
| <input type="checkbox"/> American Indian/Native American | <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> African American |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Caucasian | <input type="checkbox"/> Other |

NON-DISCRIMINATION POLICY STATEMENT

Students, their parents/guardians, employees, potential employees and the public are hereby notified that the Greenup County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment programs, career and technical education (vocational) programs, or activities set forth in compliance with the Office of Civil Rights, Title VI, VII, IX, ADA and Section 504. This district will not refuse to hire a person with a disability who is capable of performing the essential requirements of the job with reasonable accommodations. Any person having inquiries concerning Greenup County School District's compliance with Title IX, Title VI and Section 504 is directed to contact Ann "Windy" Guidry, Greenup County School District, 45 Musketeer Drive, Greenup, KY 41144, phone number, 606-473-7936, who has been designated by Greenup County School District to coordinate the district's efforts to comply with Title IX, Title VI, and Section 504.

Return this application to:
Greenup County Board of Education
45 Musketeer Drive, Greenup, KY 41144
(606) 473-9819
www.greenup.kyschools.us