



# Dodge County Board of Education

PO BOX 1029 720 College Street

Eastman, GA 31023

Phone: (478) 374-3783 FAX: (478) 374-6697

www.dodge.k12.ga.us

## Application for Classified Employment

Please be aware that incomplete applications will not be considered. Do not write "see resume" in lieu of filling out this form completely. You may attach a resume in addition to the application. Please read all directions.

Application for (print title of position): \_\_\_\_\_

Available for Substitute/Temporary Assignments?      Yes      No

    

Name \_\_\_\_\_

Date of Application \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Social

Security

Number: \_\_\_\_\_

Date of

Birth: \_\_\_\_\_

### Earned Academic Degrees

Do you have a High School Diploma or GED?     Yes     No

Name of School \_\_\_\_\_

College/University/Trade School	Major	Quarter Units	Semester Units	Degree or Certificate

Have you ever been employed by Dodge County Board of Education? If yes, list position/s and dates of prior employment: \_\_\_\_\_

**Dodge County Board of Education is An Equal Opportunity Employer**

**Employment and/or Volunteer History:** Begin with your most recent experience. You must answer all fields. Do not submit a resume in lieu of this form. You may submit a resume in addition to this application.

**Position** \_\_\_\_\_ Dates of Service - From \_\_\_\_\_ to \_\_\_\_\_  
Supervisor/Title \_\_\_\_\_ Phone Number \_\_\_\_\_  
District/Agency \_\_\_\_\_ Address \_\_\_\_\_  
# of Hours Per Week \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Describe your duties:

**Position** \_\_\_\_\_ Dates of Service - From \_\_\_\_\_ to \_\_\_\_\_  
Supervisor/Title \_\_\_\_\_ Phone Number \_\_\_\_\_  
District/Agency \_\_\_\_\_ Address \_\_\_\_\_  
# of Hours Per Week \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Describe your duties:

**Position** \_\_\_\_\_ Dates of Service - From \_\_\_\_\_ to \_\_\_\_\_  
Supervisor/Title \_\_\_\_\_ Phone Number \_\_\_\_\_  
District/Agency \_\_\_\_\_ Address \_\_\_\_\_  
# of Hours Per Week \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Describe your duties:

**Position** \_\_\_\_\_ Dates of Service - From \_\_\_\_\_ to \_\_\_\_\_  
Supervisor/Title \_\_\_\_\_ Phone Number \_\_\_\_\_  
District/Agency \_\_\_\_\_ Address \_\_\_\_\_  
# of Hours Per Week \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Describe your duties:

**List the names of three persons who are not related to you, and who have definite knowledge of your qualifications and fitness for the position for which you are applying.**

NAME:

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

NAME:

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

NAME:

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

### **Background Information**

Have you ever been dismissed or asked to resign from any position?  Yes  No If yes, explain:

*An answer of yes does not necessarily disqualify you from the position, but any failure to respond accurately and completely may result in disqualification or dismissal if discovered after employment.*

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I hereby certify that all statements made in this application are true and complete to the best of my knowledge and authorize investigation of all statement herein recorded. I understand that any false statements or omissions of fact may subject me to disqualification or dismissal if discovered after employment. I understand I am required to furnish information and references to use in determining my qualifications. I understand that the District may conduct an investigation of my work and/or personal history and that it may verify all data given in my application for employment, related papers and/or oral interviews. I further understand that any and all references that I have provided to the District, either in writing or otherwise may be contacted. Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction or updating an FBI identification record is set forth in Title 28 Code of Federal Regulations 16.34. Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30-16.33 or go to FBI website at <http://fbi.gov/about-us/cjis/background-checks>.

My signature below authorizes Dodge County Board of Education to conduct a background investigation and authorizes the release of information in connection with my application for employment. I authorize any previous employer and/or any other reference to release and fully disclose to any agent of the District any information such person may have concerning me, including information of a confidential or privileged nature, whether or not it is in their records. Further, I hold harmless any individual or employment agency for any information that he/she/it may provide in this investigation. I waive my right of access to any such information and without limitation hereby release Dodge County Board of Education and the reference source from any liability in connection with its

release or use. A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain my original signature.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Conviction Report

All applicants must complete this form.

This information will be kept confidential and separate from your application.

#### Conviction Background

As part of the application process, you are required to report any and all convictions or current charges for a crime, no matter when they may have occurred. A conviction will not automatically prevent you from being considered for hire - falsification of your application, by not reporting or inaccurately reporting, will prevent you from being considered for any employment in Dodge County Board of Education.

Have you ever been convicted of or have a current charge pending of any violation of the law?

Yes     No

If yes, list the violation code number for each offense, including those for which you forfeited bail, were fined and/or jailed, or placed on probation. Include a complete and accurate explanation of the circumstance (you may submit an additional page if you need more space than provided below).

Violation Code \_\_\_\_\_

Date \_\_\_\_\_

Disposition/Explanation:

Violation Code \_\_\_\_\_

Date \_\_\_\_\_

Disposition/Explanation:

Violation Code \_\_\_\_\_

Date \_\_\_\_\_

Disposition/Explanation:

I certify that I have listed all my convictions and any current charges, except minor traffic offenses. I understand that my failure to complete this form, any omission of convictions and current charges, or misrepresentation of material facts will result in disqualification, or if discovered after employment, my dismissal from Dodge County Board of Education.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_