

ADAIR COUNTY BOARD OF EDUCATION



1204 Greensburg Street
Columbia, Kentucky 42728
(270) 384-2476

APPLICATION FOR CLASSIFIED POSITION

POSITION DESIRED

_____ Instructional Assistant: _____ Full-Time _____ Substitute

_____ Clerical: _____ Full-Time _____ Substitute

_____ Cafeteria Worker: _____ Full-Time _____ Substitute

_____ Bus Driver: _____ Full-Time _____ Substitute

_____ Bus Monitor: _____ Full-Time _____ Substitute

_____ Custodian: _____ Full-Time _____ Substitute

_____ Maintenance Worker: _____ Full-Time _____ Substitute

_____ Volunteer: _____ What School(s) _____

_____ Athletic: _____

_____ Other: _____

QUALIFICATIONS FOR EMPLOYMENT

*All qualifications must be completed before application
will be accepted for any substitute position.*

1. Proof of education. (Copy of Diploma or GED Certificate).
2. Physical examination on State Form.
3. Kentucky State background check.
4. Completed I-9, W-4, K-4 and direct deposit forms with voided check or deposit ticket included.
5. Provide copy of Driver's License and Social Security Card
6. Complete all required training

Application will remain in active status for one (1) school calendar year (July 1-June 30) for full-time positions. Application will remain in active status until a lapse in service for substitute positions.

DATE: _____ NAME: _____ FIRST _____ LAST _____

NAME Mr. Ms. Mrs.
(Circle One)

ADDRESS _____

EMAIL _____

PHONE (Home) _____ (Cell) _____ (Work) _____

SOCIAL SEC. NO. _____ DATE OF BIRTH _____
(Optional)

EDUCATION

Name, City, State	From-to	Diploma/Degree	Major
High School _____	_____	_____	_____
_____	_____	_____	_____
College _____	_____	_____	_____
_____	_____	_____	_____
College _____	_____	_____	_____
_____	_____	_____	_____
Graduate School _____	_____	_____	_____
_____	_____	_____	_____
Vocational Institution _____	_____	_____	_____
_____	_____	_____	_____

MILITARY

Branch of Service _____

Period of Active Duty (Month & Year) _____

Rank at Discharge _____ Date of Final Discharge _____

QUALIFICATIONS

CDL (Date Received) _____

Other _____

EMPLOYMENT HISTORY

1	Current Employer:	Telephone
	Address	Employed From To
	Your job title	Reason for leaving
	Describe your work.	
	Supervisor's name	May we contact this person? ___ Yes ___ No
2	Employer's name:	Telephone
	Address	Employed From To
	Your job title	Reason for leaving
	Describe your work.	
	Supervisor's name	May we contact this person? ___ Yes ___ No
3	Employer's name:	Telephone
	Address	Employed From To
	Your job title	Reason for leaving
	Describe your work.	
	Supervisor's name	May we contact this person? ___ Yes ___ No
4	Employer's name:	Telephone
	Address	Employed From To
	Your job title	Reason for leaving
	Describe your work.	
	Supervisor's name	May we contact this person? ___ Yes ___ No
5	Employer's name:	Telephone
	Address	Employed From To
	Your job title	Reason for leaving
	Describe your work.	
	Supervisor's name	May we contact this person? ___ Yes ___ No

REFERENCES

(Not related to you)

1 Name	3 Name
Address	Address
Telephone Number	Telephone Number
Years Known	Years Known
2 Name	4 Name
Address	Address
Telephone Number	Telephone Number
Years Known	Years Known

Please attach your resume if applicable.

Are you related to an Adair County Board of Education member or the Superintendent? ___ Yes ___ No

Related to: _____ How related? _____

The information provided in this Application for Employment is true, correct and complete. If employed, any misrepresentation or omission on this application may result in my dismissal.

_____ Date

_____ Signature

The Adair County Schools do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. Any and/or all questions or issues related to discrimination policies, procedures or practices are to be directed to the Office of Superintendent, Adair County Public Schools, 1204 Greensburg Street, Columbia, KY 42728, (270) 384-2476.

FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND HAVE A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE EMPLOYEE IS CLEAR TO HIRE BASED ON NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES AS A CONDITION OF EMPLOYMENT.