

APPLICATION FOR NON-CERTIFIED EMPLOYMENT

Thank you for your expressed interest in employment with the Marion County School System. The following information explains the procedures for applying for a non-certified position. The applicant assumes responsibility for ensuring that all required data is on file.

1. An application form is sent to any person who requests it regardless of the vacancies that might exist or the number of applications that may be on file.
2. Please complete the enclosed application form and return it to the Superintendent's office. The application should be filled out completely. Application forms may not be reviewed for employment purposes until all requested data is on file.
3. A resume is suggested with your completed application if you are applying for secretary, aide, or maintenance positions. Instructional aide positions require either: an Associate's Degree, a transcript from an accredited institute of higher learning showing 48 hours, or passing WorkKeys at any college. Copies of any supporting documentation should be submitted. This information may be, but is not necessarily limited to, recognitions, awards, presentations, media clippings, and examples of innovative student work among others. Include copies only since this material cannot be returned. Also, all applicants must include a copy of their social security card.
4. Please use the attached reference form to provide recommendations from your most recent employers and others knowledgeable of you and your skills. These forms should be submitted to the Superintendent's office. A minimum of three references is required. It is the applicant's responsibility to each of the reference forms are completed and submitted.
5. Your application will be processed and filed according to job title. It will be considered when vacancies occur in the area(s) for which you qualify.
6. A personal interview is required before final consideration can be given an applicant. Interviews will be conducted only after positions are officially posted by the Board. Only applicants seriously considered for employment (based on the information included in the application form and reference forms) shall be interviewed. The Superintendent or designee shall arrange such interviews.
7. It is the policy of the Board to promote and maintain equal employment opportunities in accordance with applicable laws and regulations regarding employment, promotion, compensation, training and other areas of employment without regard to age, sex, race, religion, physical handicap, ethnic group or national origin. Candidates for positions with the Board will be selected for employment on the basis of the candidate's qualifications for the position and the candidate's ability to do the specific job.
8. As a part of the interview process, applicants for secretarial and aide positions may be asked to complete a writing exercise in your handwriting at the Superintendent's office. This may be done before or after the interview. When completing your writing sample, you will need to give attention to sentence structure, grammar, punctuation, word usage, etc.
9. Applications will remain active for a period of no less than 12 months from the date of submission and inactive for one additional year. Applications may remain active for an additional year upon written request by the applicant.
10. A tuberculin skin test is required for all new employees at the employee's expense. There may be other requirements for specific areas of employment. These will be listed with the official posting of the vacancy or explained in the interview process.

Thank you for your interest in the Marion County Schools.

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All information will be treated confidentially. Please answer all questions as completely and accurately as possible. The use of this form does not indicate that there are positions open and does not obligate you or the Marion County Board of Education. The Marion County Board of Education does not discriminate in employment on the basis of race, sex, age, religion, ethnic group, handicapping condition, or national origin.

APPLICATION TYPE

☐ New Application ☐ Previous Applicant ☐ Previous Employee

DATE OF APPLICATION

PERSONAL INFORMATION

Applicant's Full Name

[FIRST]

[MIDDLE]

[LAST]

Street Address

City / State

Zip Code

Telephone #1

Telephone #2

Social Security Number

Are you a U.S. Citizen?

☐ YES ☐ NO

Are you currently eligible to work in the U.S.?

☐ YES ☐ NO

Are you currently employed?

☐ YES ☐ NO

Provide the name and location of your current employer. _____

POSITION(S) OF INTEREST

Select the position(s) for which you are applying.

☐ Aide – Regular Ed. ☐ Bus Driver ☐ Maintenance ☐ Lunchroom ☐ Nurse (RN)

☐ Aide – Special Ed. ☐ Custodian ☐ Mechanic ☐ Technology ☐ Nurse (LPN)

☐ Other: _____

GENERAL INFORMATION	
Have you ever been discharged or requested to resign from a position?	☐ YES ☐ NO
Have you ever been convicted of a violation of law other than a minor traffic violation?	☐ YES ☐ NO
Are there any criminal charges or proceedings pending against you?	☐ YES ☐ NO
Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child?	☐ YES ☐ NO
Do you have any health problems that would limit or prevent you from carrying out the duties of the position for which you are applying?	☐ YES ☐ NO
Please explain any YES answers that were given.	

EDUCATIONAL EXPERIENCE

List all educational experience, starting with the most recent.
List any other special training, qualifications, and/or experiences in any areas of school or community work.

School / College / Educational Agency	Location	Level of Completion

WORK EXPERIENCE

List your work experience, starting with the most recent.

1	Company	Phone #	Dates of Employment Start: _____
	Address	Supervisor	
			End: _____

2	Company	Phone #	Dates of Employment Start: _____
	Address	Supervisor	
			End: _____

3	Company	Phone #	Dates of Employment Start: _____
	Address	Supervisor	
			End: _____

4	Company	Phone #	Dates of Employment Start: _____
	Address	Supervisor	
			End: _____

5	Company	Phone #	Dates of Employment Start: _____
	Address	Supervisor	
			End: _____

REFERENCES

Please list each person (not related to you) who you expect to complete a reference form on your behalf.
Three references are required.

Name	Company/Agency	Position	Phone
1.			
2.			
3.			

My signature below authorizes the school system to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers, educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school system and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local Sheriff; information from the Alabama Criminal Justice Information Center of either data on criminal convictions or certification that no data on criminal convictions are maintained, information from the Department of Human Resources and any locality to which they may refer for neglect investigations involving me.

Furthermore, I certify that I have made true and correct statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission, falsely answered statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge and will constitute a release to the employer for liability should I become employed with the school system.

Signature of Applicant _____

Date of Application _____

Interviewed by	_____	Date	_____
Interviewed by	_____	Date	_____
Interviewed by	_____	Date	_____
Interviewed by	_____	Date	_____
Interviewed by	_____	Date	_____

REFERENCE FORM

NAME OF APPLICANT _____ **Position Applied For** _____

NAME OF REFERENCE _____ **Professional Position/Title** _____
(person completing this form)

The individual named above has applied for employment in our schools. If you are sufficiently acquainted with his/her qualification, character, and ability to function efficiently in this capacity, your assistance in furnishing the information below will be greatly appreciated. All information will be treated confidentially.

Please mail to the address at the top of this form.

PLEASE RATE EACH ITEM BELOW. Place an "X" in the appropriate space.		Cannot Recommend	Below Average	Average	Above Average	Best
Personal Qualities	1. Character					
	2. Reputation					
	3. General Appearance					
	4. Initiative and Self Reliance					
	5. Tact					
	6. Voice					
	7. General Culture					
Professionalism	8. Understanding of Children					
	9. Receptive to Suggestions					
	10. Cooperation and Loyalty					
	11. Interest in General Activities					
	12. Social Balance					
	13. Community Leadership					
For how long and in what capacity have you known this applicant?						
To your knowledge, has the applicant ever been dismissed for cause? ☐ YES ☐ NO						
Does the applicant have any physical, mental, or social habits which would make them undesirable as an employee? ☐ YES ☐ NO						

GENERAL REMARKS or EXPLANATIONS

Signature of Reference	Date

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