

DICKENSON COUNTY SCHOOLS
P.O. BOX 1127, VOLUNTEER STREET
CLINTWOOD, VIRGINIA 24228

APPLICATION FOR EMPLOYMENT
SUPPORT POSITIONS

Applicant's Full Name _____
Last
First
M.I.

Other Name(s) _____
 Please provide any additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your work or school record.

Present Mailing Address _____
Street
City
State
Zip

Permanent Mailing Address _____
Street
City
State
Zip

Telephone Numbers:
 Present: () _____ Permanent: () _____ Work: () _____

Social Security Number _____ (Note: Completion of number is optional. Social Security number is required on other forms prior to employment.)

My signature below authorizes the school division 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 and educational institutions, personal references, professional references, and other appropriate sources. I waive my right to access to any such information, and without limitation hereby release the school division 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 Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and 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 should I become employed with the school division.

My signature below certifies that I have not been convicted of a felony, a crime of moral turpitude, or any offense involving the sexual molestation, physical or sexual abuse or rape of any child. I also certify that I have not been the subject of a founded case of child abuse or neglect.

Date _____ Signature of Applicant _____

MARK THE APPROPRIATE BOXES:

New Application
 Bus Driver
 Secretary
 Cook
 Former Employee of the School Board
 Janitor
 Nurse
 Aide
 Tech Support
 Other (Explain) _____

Are you a U.S. Citizen? Yes No If not, are you eligible to work in the U.S.? Yes No

I. EDUCATIONAL AND PROFESSIONAL TRAINING (List Chronologically.)

Level of Education	Name of School Or University	State	Field of Study	Type of Degree	Year of Graduation or Highest Grade Completed	Date of Attendance: From ___ to ___
High School						
College or University						

II.

Employer	City/County	State	Kind of Work	Date of Employment	Personnel Use

III. MILITARY EXPERIENCE

Branch of Service	Occupational Specialist (MOS)	Inclusive Dates	Type of Discharge

III. GENERAL INFORMATION

Month, Date, and Year Available for Employment _____ Are you under contract? NO YES

If yes, where? _____ Present Position _____

If presently employed, why do you wish to change? _____

If under contract have you checked and can you be released if you are offered another position? NO YES _____

Referral Source: Advertisement/Posting Employee Friend Other (Explain) _____

Have you ever been discharged or requested to resign from a position? (If yes, explain below.) NO YES

Have you ever been convicted of a violation of law other than a minor traffic violation? (If yes, explain below.) NO YES

Have you ever had a certificate or license revoked or suspended? (If yes, explain below.) NO YES

Are any criminal charges or proceedings pending against you? (If yes, explain below.) NO YES

Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? (If yes, explain below.)
 NO YES

IV. REFERENCES

It is the applicant's responsibility to have the following information provided to the School Division in order to be considered for employment: Names of at least three reference sources must be provided and must include current employer if employed, or last employer if not currently employed.

Name of Reference	Position/Relationship	Mailing Address	Phone Number
1.			
2.			
3.			

V. OTHER INFORMATION

To avoid conflict of interest, list any local board member or employee relatives) in the school division and cite relationship.

Are you able to perform the duties of the job for which you are applying? YES NO

ADDITIONAL REMARKS AND/OR EXPLANATIONS FROM SECTION IV GENERAL INFORMATION

The School Board does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disabling condition, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is related to the ability to engage in activities involved in the position or program for which application has been made.