

# HOLMES DISTRICT SCHOOL BOARD

701 East Pennsylvania Avenue

PH (850)547-9341 ~ FX (850)547-0381

## APPLICATION FOR NON-INSTRUCTIONAL EMPLOYMENT

### PERSONNEL

[Please Print or Type]

Date of Application \_\_\_\_\_ Phone Number \_\_\_\_\_ U.S. Citizen?  Yes  No  
Month Day Year

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(No.) (Street) (City) (State) (Zip)

Position(s) applied for \_\_\_\_\_  Full Time  Part Time

Have you worked for us before? \_\_\_\_\_ If YES, When? \_\_\_\_\_ Position \_\_\_\_\_

Indicate special qualifications or skills \_\_\_\_\_

NOTE: The items below are voluntary and are collected for Equal Employment Opportunities and for record keeping only, not for employment decisions.

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female Ethnic Identification: Hispanic/Latino  Yes  No

Race  White, Non-Hispanic  Black/African American  Hispanic  Asian  Native Hawaiian or Other Pacific Islander  
 American Indian/Alaskan Native

### EDUCATION AND TRAINING

NAME OF INSTITUTION AND LOCATION	FROM MO/YR	TO MO/YR	DEGREE RECEIVED	MAJOR FIELD OF STUDY
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				
TECHNICAL/ BUSINESS Or VOCATIONAL				
APPRENTICESHIP				

List any special qualifications and skills [licenses, certificates, typing, shorthand, computers, etc.]

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[Note: A copy of a high diploma or G.E.D. must be presented in order for this application to be accepted.]

## EMPLOYMENT RECORD [Begin With Most Current Job]

Employer	Phone	From	To
Address		Position	
Duties		Supervisor's name	
		Starting Salary/Wages	
Reason for Leaving		Final Salary/Wages	
Employer	Phone	From	To
Address		Position	
Duties		Supervisor's name	
		Starting Salary/Wages	
Reason for Leaving		Final Salary/Wages	
Employer	Phone	From	To
Address		Position	
Duties		Supervisor's name	
		Starting Salary/Wages	
Reason for Leaving		Final Salary/Wages	

## SECURITY CHECK

Have you ever received a penalty from a judge or a law enforcement agency or do you currently have charges pending as the result of an arrest?

YES  NO [Penalties while driving under the influence [DUI] should be included.]

Has a penalty or conviction ever been withheld, delayed, or turned over to another agency or has probation been required as the result of your being arrested?  YES  NO

Have you ever applied for and received an expungment of an arrest?  YES  NO

If you answered question 1, 2, or 3 is yes, complete the following. If more space is needed, attach an additional sheet.

Criminal Charge(s)	Date(s)	Penalty/Conviction/Probation/Expunged

Please note that disclosure of prior criminal history will not automatically bar employment. However, should you be employed by this School Board, a criminal background check will be conducted to verify the accuracy of your answers. If this section is not truthfully completed, you may be recommended for dismissal from employment.

### ALL APPLICANTS COMPLETE THE FOLLOWING

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_

Commercial License No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_

## REFERENCES (Please Do Not List Relatives)

Name	Address, City, State, Zip	Years Acquainted	Business /Occupation	Phone Number

To be eligible for employment in the Holmes County School System, you will be required to submit a complete set of fingerprints. New employees will be on probationary status pending fingerprint processing and determination of compliance with standards of good moral character.

Applicants for administrative, instructional and non-instructional positions are required to undergo drug testing prior to, and as a condition of, final employment with the School Board. Testing will be conducted in accordance with Policy 6.33, Section VI; Policy 6.17, Section VI; and Chapter 59A-24, Florida Administrative Code.

I hereby certify that, to the best of my knowledge and belief, the answers made herein are true. I understand false information is sufficient grounds for dismissal.

If employed, I agree to abide by the rules and regulations as set forth by the Holmes District School Board as necessary to the proper conduct of its business.

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Signature of Applicant

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Date

*Reasonable accommodations are available for persons with disabilities to complete the application and/or interview process. Applicants/individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may contact Carmen Bush, 701 E. Pennsylvania Ave., Bonifay, FL, email [carmen.bush@hdsb.org](mailto:carmen.bush@hdsb.org) or call 850-547-9341 x1253 for assistance.*

*Holmes District School Board does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:*

*Name and/or Title: Carmen Bush  
Office Address: 701 East Pennsylvania Ave. Bonifay, FL 32425  
Phone Number (Voice/TDD): 850-547-9341 x 1253  
E-mail: [carmen.bush@hdsb.org](mailto:carmen.bush@hdsb.org)*