

# HOLMES DISTRICT SCHOOL BOARD

701 East Pennsylvania Avenue

Bonifay, Florida 32425

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

## APPLICATION FOR 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

### BACKGROUND INFORMATION

Are you a U.S. Citizen? \_\_\_\_\_ If NO, can you legally remain permanently in the United States? \_\_\_\_\_

Have you ever been bonded in prior employment? \_\_\_\_\_ If YES, list name(s) of employer(s): \_\_\_\_\_

Have you ever been convicted of a Felony or a first degree misdemeanor? \_\_\_\_\_ If YES, list convictions: \_\_\_\_\_

Have you ever received Worker Compensation benefits? \_\_\_\_\_ If YES, when? \_\_\_\_\_

Type of injury? \_\_\_\_\_

### EDUCATION

NAME & LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?
Elementary			
High School			
College	Major:		
	Degree:		
Other			

## 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	

## PERSONAL REFERENCES

Name	Address	Phone Number

## CERTIFICATION/LICENSURE [EX. Drivers License, Teacher Certification, etc.]

Application Date or Certification No. \_\_\_\_\_ Type \_\_\_\_\_ Expiration Date \_\_\_\_\_  
(Attach Copy)

Subjects Covered: \_\_\_\_\_

Drivers License: State \_\_\_\_\_ Type \_\_\_\_\_ No. \_\_\_\_\_ Expiration Date \_\_\_\_\_  
(Attach Copy)

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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
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 Boy Scouts 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)*