

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.]

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.

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

If you need any special accommodations, please contact the Superintendent's office at 1-850-547-9341.

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): 850-547-5928 x 253

E-mail: bushc@hdsb.org