



**Work Experience  
(Include Military Experience)**

Dates	Name of Company	Address	Job Title	Supervisor Name and Phone Number

**List any experience or skills that you feel will qualify you for work with the Board of Education.**

List membership in organizations and involvement in community activities. Include special awards, offices held, etc. Include other information you feel will qualify you for work with the Board of Education.

**Other Information**

Are you legally eligible for employment in the United States?  Yes  No (If hired, you may be required to provide documentation.)

For screening and reference purposes, have you worked or attended school under, or otherwise used, a former name?  Yes  No If yes, please list the former name(s). \_\_\_\_\_

Have you ever been convicted of, pled guilty, no contest, or *nolo contendere* to, or otherwise had a judgment rendered against you for any of the following:

Any felony?  Yes  No If yes, state details on back.

Any crime involving sexual abuse, rape, sexual assault, molestation, indecent exposure, lewd and lascivious behavior, or any other offense of a sexual nature not specifically listed?  Yes  No If yes, state details on back.

Any offense involving endangerment of a minor, removing a minor from a state, concealing a child, or any other offense involving a child or a minor?  Yes  No If yes, state details on back.

Any offense involving assault, battery, physical abuse, kidnapping, false imprisonment, abduction, or any other offense involving physical force or violence?  Yes  No If yes, state details on back.

Any offense involving obscene literature or photographs?  Yes  No If yes, state details on back.

Any drug or alcohol related offense?  Yes  No If yes, state details on back

**Note: Conviction of a crime will not automatically bar employment.**

### References

List three individuals that have first-hand knowledge of your work performance (One of whom should be your current or last immediate supervisor.) **DO NOT INCLUDE THOSE RELATED TO YOU.** Please complete the top portion of the attached reference forms and then mail these forms to the references that you list below. The completed forms should be returned to the Cherokee County Board of Education.

Name and Phone Number	Address	Position

### Bus Driver Applicants Complete the Following

Name (as it appears on driver's license) _____	
Driver's License Number _____	Class _____
Endorsements _____	Restrictions _____
Number of traffic violations received in the past five years _____	
Describe violations.  	
Driving experience.  	

### Mechanic Applicants Complete the Following

Please check each of the following where you have experience:		
<input type="checkbox"/> Engine Repair	<input type="checkbox"/> Transmissions	<input type="checkbox"/> Other (Please list) _____
<input type="checkbox"/> Diesel Engines	<input type="checkbox"/> Brakes	
<input type="checkbox"/> Gasoline Engines	<input type="checkbox"/> Tire Change/Repair	

### Maintenance Applicants Complete the Following

Please check each of the following where you have experience:		
<input type="checkbox"/> Electrical	<input type="checkbox"/> Air Conditioning	
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Electric Heating	
<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Gas Heating	
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Other (Please list) _____	

### Special Education Paraprofessional Aide Applicants Complete the Following

Check the following. _____ Yes, I understand and will be able to lift children, push a wheelchair, and change soiled clothing. Also, I understand that I may be expected to assist pupils with feeding and toileting.
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### Bookkeeper/Secretary/Office Aide Applicants Complete the Following

Please check the following where you have experience.

- Electric typewriter     Fax machine     Copy machine     Dictaphone     Computer  
 Scanner     Adding machine

Computer applications:

- |  |  |
|--|--|
| <input type="checkbox"/> Microsoft Word            | <input type="checkbox"/> Microsoft Publisher |
| <input type="checkbox"/> Microsoft Excel           | <input type="checkbox"/> Microsoft Outlook   |
| <input type="checkbox"/> Microsoft Power Point     | <input type="checkbox"/> E-mail              |
| <input type="checkbox"/> Microsoft Access          | <input type="checkbox"/> Internet            |
| <input type="checkbox"/> Other (Please list) _____ |  |

### Foodservice Applicants Complete the Following

Please check each of the following where you have experience.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Commercial kitchens                  | <input type="checkbox"/> Fast-food establishments | <input type="checkbox"/> School foodservice                 |
| <input type="checkbox"/> Large-group food prep                | <input type="checkbox"/> Catering                 | <input type="checkbox"/> Small-group events                 |
| <input type="checkbox"/> Purchasing in large quantities       | <input type="checkbox"/> Inventory management     | <input type="checkbox"/> Use of large foodservice equipment |
| <input type="checkbox"/> Batch-cooking; 50, or more, servings |   |   |

### Nurse Applicants Complete the Following

Name (as it appears on Alabama Nursing License) \_\_\_\_\_

Alabama Nursing License Number \_\_\_\_\_

Alabama Nursing License Effective Dates \_\_\_\_\_

*Must hold a valid Alabama Nursing License if employed by the Cherokee County Board of Education.*

Nursing Status:

- Registered Nurse                       Licensed Practical Nurse

CPR Certification (Must present a copy of CPR card)

Date Completed \_\_\_\_\_

Valid for \_\_\_\_\_ year(s)

*Must hold valid CPR certification if employed by the Cherokee County Board of Education.*

Please check each of the following where you have experience.

- |  |  |
|--|--|
| <input type="checkbox"/> Microsoft Word      | <input type="checkbox"/> Internet                  |
| <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Email                     |
| <input type="checkbox"/> Microsoft Excel     | <input type="checkbox"/> Other (please list) _____ |

*If at any time the nursing license and/or CPR certification card becomes lapsed during employment by the Cherokee County Board of Education, then termination of employment will occur.*

### **Important Information**

Before your application will be considered, the following items **must** be included with your complete application for employment.

1. A copy of your high school and college transcripts.
2. A copy of your social security card.
3. A copy of your driver's license.
4. A copy of your verification of meeting Alabama No Child Left Behind Act requirements for highly qualified paraprofessionals, if applicable.
5. Authorization and Agreement for Background Check.
6. A copy of your CPR Certification Card (Nursing Applicants Only).

***PLEASE DO NOT SUBMIT PARTIAL APPLICATIONS***

***Application is considered active for one year only. It will be reactivated by request.***

### **Agreement and Authority for Release of Information**

I hereby make application for a position with Cherokee County Schools and certify that the information given in this application is true and accurate to the best of my knowledge. I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation, and I consent to the release of information concerning my capacity and fitness by employers, educational institutions, law enforcement agencies, and other individuals and agencies. I also understand that falsification or misrepresentation in this or any other personnel record can result in my dismissal if I am employed by Cherokee County Schools.

Signature\_\_\_\_\_

Date of Application\_\_\_\_\_

**It is the policy of the Cherokee County School System that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity, on the basis of sex, race, religion, belief, national origin, ethnic group, disability, or age.**