



## Application for Classified (Non-Teaching) Employment

*For this type of employment, State Law requires a state criminal history background check as a condition of employment. Under certain circumstances, a national criminal history background check may be required as a condition of employment.*

Name: \_\_\_\_\_ Date Applied: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

### EMPLOYMENT QUESTIONS

Have you ever been dismissed from a position?  YES  NO

Have you ever been asked to resign from a position?  YES  NO

Have you ever been asked to resign rather than face disciplinary action and/or non-renewal by an employer?  YES  NO

Have you ever been asked to resign rather than face disciplinary action against a license or certificate?  YES  NO

From the date of application, have you been a resident of Kentucky for less than twelve months?  YES  NO

*If you checked any of the boxes above, please explain giving the date and location:* \_\_\_\_\_

### CONVICTION QUESTIONS

Have you ever been convicted of an offense other than a minor traffic violation?  YES  NO

Have you ever been convicted of or pleaded guilty to a felony or misdemeanor?  YES  NO

Has any State Agency in any state ever issued a determination, finding, cause or had reason to believe or suspect that you had engaged in any physical, psychological or sexual abuse or neglect of a child?  YES  NO

*If you checked any of the boxes above, please explain giving the date and location:* \_\_\_\_\_

### EDUCATION

High School Diploma?  GED?  Paraeducator?  Number of College Hours? \_\_\_\_\_ Type of Degree? \_\_\_\_\_

**MILITARY-Complete for service in the U.S. Armed Forces; check here if n/a**

Branch of Service: \_\_\_\_\_ Period of Active Duty: \_\_\_\_\_ Rank at Discharge: \_\_\_\_\_

Describe your duties and any special training: \_\_\_\_\_

### EMPLOYMENT – Please give accurate, complete full-time & part-time employment record. Start with present or most recent employer.

Employer/Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Beginning Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Job Title & Description: \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

May we contact this employer?  YES  NO

Employer/Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Beginning Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Job Title & Description: \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

May we contact this employer?  YES  NO

Employer/Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Beginning Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Job Title & Description: \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

May we contact this employer?  YES  NO

**SPECIAL SKILLS** – List specific skills and/or any machines or equipment you can operate: \_\_\_\_\_

**REFERENCES - List three individuals having personal knowledge of your professional training, ability, experience and personal character.**

1. Name/Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name/Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name/Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Are you related to a Barren County Board of Education member, the Superintendent or an Administrative staff member?**

Yes – Related to: \_\_\_\_\_ How? \_\_\_\_\_ Position of relative? \_\_\_\_\_

**VERIFICATION: All applicants please read.**

The information provided in this Application for Employment is true, correct, and complete. I understand that any misstatement or omission on this application for employment may disqualify me from further consideration for employment and, if employed, may result in my dismissal.

I authorize previous employers and references listed on this Application for Employment to release any and all pertinent information which they may have, personal or otherwise, and release the Board of Education of Barren County, Kentucky, its agents, employees and all legal entities and persons contacted from any and all liability in connection with or arising out of the requesting or furnishing of information.

I understand that the Board of Education, Barren County, Kentucky is required by Kentucky law to obtain criminal history record information on applicants for employment.

If employed, I agree to comply with all policies, procedures and conditions of the Board of Education of Barren County, Kentucky relating to my employment and understand that the Board of Education of Barren County, Kentucky can terminate my employment at any time, with or without cause.

**I Agree**

*Barren County Schools do not discriminate on the basis of political or religious opinions or affiliations, marital status, ethnic origin, race, color, sex, age or disabling condition.*