

## ***Application Form— Support Personnel***



### **Greene County Board of Education**

220 Main Street  
Eutaw, Alabama 35462  
Phone (205) 372-3109  
Fax (205) 372-3247

#### ***PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION***

- A copy of your Social Security Card
- Tuberculosis Test
- Three letters of Recommendation
- Three Reference Sheet (Enclosed)

#### ***For Para-Educators/Instructional Applicants Only***

- Official College Transcript  
(Verifying two years of higher education)

The Greene County Board of Education is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex religion or national origin.

Date \_\_\_\_\_

Specific Position Desired \_\_\_\_\_ / \_\_\_\_\_

**SECTION I - PERSONAL DATA**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last First Middle

Other names under which records may be listed \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Present Telephone No. \_\_\_\_\_ Permanent Telephone No. \_\_\_\_\_

American Citizen:  Yes  No Sex:  Female  Male

When Could You Begin Work Here? \_\_\_\_\_

State any physical impairments or any chronic or controlled disorder that would effectively prevent your successful completion of work assignments.

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ If yes, what was the nature of the crime?

\_\_\_\_\_

Have you ever been arrested? If so explain. \_\_\_\_\_

\_\_\_\_\_

Have you ever been terminated or asked to resign from a position? If so explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe briefly the nature of any reprimand(s) or suspension(s) during your employment history.

\_\_\_\_\_

\_\_\_\_\_

**SECTION II - EDUCATION**

	Name and Location of School	Dates Attended		Degree Earned	Major Field of Endorsement	Other Endorsement
		<i>From</i>	<i>To</i>			
High School						
**College (Undergraduate)						
**College (Graduate)						
Other						

**SECTION III - EMPLOYMENT RECORD**

*(Please list most recent position first)*

Name of Employer	Dates		Address	Nature of Work	Reason for Leaving
	From	To			

**SECTION IV - MILITARY SERVICE**

Military Service:     Yes                       No                       Active                       Inactive

Dates \_\_\_\_\_ Branch \_\_\_\_\_

Years of Experience \_\_\_\_\_ Rank \_\_\_\_\_

**SECTION V-REFERENCES**

List the names and complete addresses and telephone numbers of three (3) references. Persons listed as reference should be qualified to answer questions concerning your qualifications for the position you seek (do not include neighbors, friends, or relatives). These references are to be sent to the Superintendent's Office.

Name	Address	Position/ Organization	Phone Number

**SECTION VI - PHYSICAL RECORD**

What has been the condition of your health for the past two years? \_\_\_\_\_

In the last twelve months, how many days have you been absent from work? \_\_\_\_\_

Do you have home obligations or other duties which might interfere with your accepting any assignments, or which would prevent your attendance at meetings outside of regular school hours?

No  Yes If yes, explain. \_\_\_\_\_  
 \_\_\_\_\_

**SECTION VII-EMERGENCY CONTACT**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

By signing this form, I authorize the School District to verify all information in this application, to check references, and make additional investigations as appropriate. I hereby certify that the above statements are true and complete to the best of my knowledge and understand that failure to disclose information requested on this form or falsification of statements and facts may be sufficient reason to disqualify me for employment or cause for my dismissal. Further, I agree that, if employed, I will abide by the policies and regulations of the Board.

Your application will remain in the active file for a period of not less than 24 months from the date of submission.

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

**SUPPORT APPLICANT REFERENCE FORM**

Name of Applicant \_\_\_\_\_ has applied for a classified position with the Greene County Board of Education. We ask that you carefully evaluate the applicant in terms of your knowledge of the applicant as an employee or through other professional contacts.

Note: Please rate the applicant in each of the following categories by comparing this individual with others of comparable training and experience.	Upper 10%	Upper 25% but not Upper 10%	Upper 50% but not Upper 25%	Lower 50% but not Lowest 10%	Lowest 10%	No basis for judgment
1. <b>Flexibility:</b> Is willing to learn new concepts or ways of doing things. Cooperates with youth and adults.						
2. <b>Commitment to Accomplishment:</b> Exerts effort to attain goals. Demonstrates a desire for producing results. Organizes ideas, time, materials, and space to accomplish goals.						
3. <b>Enthusiasm:</b> Displays overall optimism and zeal for what one is doing. Wants to be involved. Develops positive interpersonal relationships with others.						
4. <b>Initiative:</b> Has the quality of seeing what needs to be done and is judicious in doing it with or without directions.						
5. <b>Clarity of Expression:</b> Understands and correctly interprets concepts presented or discussed. Presents and discusses concepts precisely; answers questions clearly. Uses correct oral and written communication skills.						
6. <b>Integrity:</b> Actions are consistent with stated views. Exhibits reliable follow-through on commitments. Deals with children and adults with routine honesty.						
7. <b>Relationships:</b> Is able and willing to develop appropriate relationships with students and adults. Exhibits listening skills, patience, and caring for others. Shows empathy for students; is interested in their learning and welfare; is responsive to student needs; is accepting of students and has a high regard for them as they are.						
8. <b>Teamwork:</b> Demonstrates a cooperative and open-minded attitude in working with other staff members in a team situation. Respects the opinions, abilities, and contributions of others. Is willing to assist others for the good of the entire program when needed.						
9. <b>Multicultural:</b> Accepts cultural and ethnic differences in students and adults.						
10. <b>Dependability:</b> Can be relied upon to maintain regular attendance, is punctual, and is communicative in a timely manner when personal responsibilities interfere with professional responsibilities.						
11. <b>General Appearance:</b> Gives attention to neatness, grooming, and appropriate attire. Is an appropriate role model for the educational environment.						

Overall rating of this candidate (check one):  Excellent  Very Good  Good  Fair  Poor

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for assisting us in evaluating this applicant. Please return completed form to: Greene County Board of Education, 220 Main Street, Eutaw, Alabama 35462 or Fax to (205) 372-3247.

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