

Coweta County School System

Department of Human Resources
 P.O. Box 280
 Newnan, Georgia 30264
 Phone (770) 254-2803 or 254-2804
 FAX (770) 254-2757

Application for Classified Personnel

Section I - Position Desired

CLERICAL

- Secretary
- Bookkeeper
- Clerk

FOOD SERVICE

- Cook
- Utility
- Cashier

PARAPROFESSIONAL

- Regular Classroom
- Special Education
- Media

TRANSPORTATION

- Bus Driver
- Bus Monitor

TECHNOLOGY

- Tech Assistant
- Tech Specialist

ADMINISTRATOR

- Business Service
- Technology
- Transportation
- Food Service

AFTER SCHOOL PROGRAM

- Site Coordinator
- Worker

OTHER

All applicants must complete this application form. The accuracy and completeness with which this form is filled out will be factors in the consideration of your application.

Please answer each item. If not applicable, write NA.

This application will be retained in our active files for one (1) year. In order to maintain this application in an active status after one (1) year, your request must be in writing.

Please allow three weeks for processing this application prior to contacting our office.

OFFICIAL USE ONLY	
Date Received: _____	
<input type="checkbox"/> References	<input type="checkbox"/> Release Statement
<input type="checkbox"/> Proof of Education	<input type="checkbox"/> Application Complete

General Information	
Name: _____	Social Security No: _____
Last	First
Middle	Middle
Present Address: _____	Telephone: ())
Street	City
State	State
zip Code	zip Code
Parent's/Permanent Address: _____	Telephone: ())
Street	City
State	State
zip Code	zip Code
Date: _____	Business Telephone: ())

Section II - Educational Training

A copy of your highest degree of education is required to complete application.

Dates	Name of School (high school, vocational, college, and graduate school)	Degree	Major	Minor

Section III - Other Training

Indicate any foreign languages you can speak, read and/or write: _____

Are you able to communicate with sign language? _____ What musical instruments do you play? _____

What training or experience have you had which would qualify you for a food service position? _____

Describe any specialized training, apprenticeship, skills and extracurricular activities that you feel have significantly contributed to your preparation for the position you seek. _____

Section IV - Employment Record

Beginning with current position, list the last ten (10) years of experience.

Dates	Position	Name and Address of Employer	Reason for Leaving

Describe your working experience (or other experiences) that you feel have contributed to your preparation for the position you seek. _____

Section V - Military Experience

Branch of Service: _____ Induction Date: _____ Separation Date: _____

Highest Rank: _____ Type of Discharge: _____

Provide copy of military discharge form (DE 214).

Section VI - Specialized Skills

Do you presently hold a valid teaching certificate? _____ Field(s): _____ State _____

Validity Period: _____ to _____

Do you presently hold a Georgia auxiliary license? _____ Validity Period: _____ to _____

Type of driving license now held _____ License No. _____ Expiration Date: _____

Years of driving experience: Car _____ Truck _____ Bus _____

If you are applying for a school bus driver position, are you willing to attend a driver training course? _____

Circle if proficient: Typing Bookkeeping Calculator Copy Equipment PC Other (list) _____

Do you consider yourself computer literate? _____ Which tools are you proficient in (e.g., Internet, spreadsheet, data base, word processing, desktop publishing)? _____

Section VII - Personal and Professional Information

Are you presently employed with any school system? _____ Name of system: _____

Have you ever been dismissed from employment? _____ Yes _____ No If yes, explain:

Do you have any relatives employed by the Coweta County School System? _____ Yes _____ No

Who: _____ Relationship to you: _____

Where: _____

Have you ever been convicted by federal, state or other law enforcement authorities or pleaded nolo contendere for violation of any federal law, state law, county or municipal law, regulation or ordinance? (Do not include anything that occurred before your seventeenth birthday. Do not include minor traffic violations for which a fine of \$100 or less was imposed.) _____ Yes _____ No

Violation	Date	Court, State, County Where Charged	Disposition

Section VIII - References

The reference forms included with your application should be given or mailed to your listed references. All references must be mailed directly to the Department of Human Resources and will be considered confidential information.

Persons listed as references should be able to answer questions concerning the applicant's qualifications for the position sought. The most recent or former employer(s), supervisor(s), and other appropriate persons who have direct knowledge of the applicant's work must be included. Neighbors, friends, or relatives should not be included.

Please list references. Complete addresses are required, including zip codes.

Please print or type.

1.					
	Name	Title	Telephone:	Business	Home
	Street	City	State	Zip	
2.					
	Name	Title	Telephone:	Business	Home
	Street	City	State	Zip	
3.					
	Name	Title	Telephone:	Business	Home
	Street	City	State	Zip	

Section IX - Signature Statement

Read this statement and sign after completing the application.

By filing an application for employment with the Coweta County School System, if employed, I agree to abide by all the policies as set forth by the Coweta County Board of Education. I authorize full investigation of the information given in this application and consent to the representatives of the Coweta County School System contacting my references, previous employers, schools attended, court officials and law enforcement authorities. I also understand that any misstatement or omission of any information requested shall be a reason for non-employment or immediate dismissal from employment.

I understand and agree to a criminal record check pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

The application, transcript, references and other data are the property of the Coweta County Board of Education and will not be returned to the applicant. They will be kept on file for one (1) year.

I consent for any former employer of mine to furnish any information from my personnel file or evaluations relative to my performance as an employee, and I waive any right I may have for such information to remain confidential.

APPLICANT'S SIGNATURE _____ SS # _____ DATE _____

The Coweta County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of race, color, sex, religion, creed, national origin, age, or disability.

**Non-Discrimination Compliance Coordinator: Associate Superintendent
Coweta County Schools
P.O. Box 280
Newnan, GA 30264
(770) 254-2802**

To Be Completed by Administrative, Clerical, and Paraprofessional Applicants

This section must be completed in applicant's handwriting.

Please describe in narrative form additional information applicable to the position for which you are applying, **including but not limited to**, particular skills and experiences, awards, jobs held, military experience, travel, hobbies and special interests. Please use the back of this sheet if necessary.

Signature

Social Security Number

Date

**Georgia Bureau of Investigation
Georgia Crime Information Center**

Consent Form

I hereby authorize **Coweta County School System**
to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (print)

Address

Sex

Race

Date of Birth

Social Security Number

Signature

Date

Notary Public

Expiration Date

Special employment provisions (check if applicable):

- Employment with mentally disabled (Purpose code "M")
- Employment with elder care (Purpose code "N")
- Employment with children (Purpose code "W")

One of the following must be checked:

- This authorization is valid for 90/180/ _____ (circle one) days from date of signature.
- I, _____ give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this company.