



# Cleburne County School System

## Application for Classified Position

Position Applied For (check all that apply)		
<input type="checkbox"/> Aide	<input type="checkbox"/> Bookkeeper/Secretary	<input type="checkbox"/> Bus Driver
<input type="checkbox"/> Child Nutrition Program	<input type="checkbox"/> Custodian	<input type="checkbox"/> Sub Bus Driver
<input type="checkbox"/> School Nurse	<input type="checkbox"/> Other Support position _____	

**Statement of Policy:** The Cleburne County Board of Education is an equal opportunity employer. It is the policy of the Cleburne County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity or employment.

Date of Application \_\_\_\_\_ Date Available for Employment \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Last, First Middle (as shown on your Social Security Card)

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Have you ever been convicted of a crime--misdemeanor (other than traffic violations), a felony, or any offense involving moral turpitude?  Yes  No If yes, please explain below.

**Note:** A conviction record will not necessarily affect employment eligibility. Age and time of the offense, as well as the seriousness and nature of the violation, will be taken into consideration.

**Educational Background/Record:** (Please list highest grade completed.)

Education and Professional Training (List most recent first)					
Dates Attended	Educational Institution	Location	Major	Minor	Diploma/Degree

**Employment Record:** (List employment experiences beginning with the most recent. A résumé will not substitute for this information.)

If the position applied for were unavailable, would you consider another position?  Yes  No

Are you currently under contract in another school system?  Yes  No

Dates	Name and Address of Previous Employer	Position	Reason for Leaving

**References:** Please list references that are qualified (and not related to you) to provide information as to your work experience. A minimum of three (3) references should be listed. Reference forms should be mailed directly from the individual giving the reference to the address listed below.

Name	Address	Phone Number	Occupation

Have you ever been dismissed from an employment position?  Yes  No If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been asked to resign from an employment position?  Yes  No If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been investigated for misconduct related to your employment?  Yes  No If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

The following items must be on file before the application will be processed and applicant given consideration:

1. Completed application
2. Proof of High School Graduation or GED (if applicable)
3. Résumé
4. Official transcript of college records (if applicable)

Please read and sign the following statement:

By filing an application for employment with the Cleburne County Board of Education, if employed, I agree to abide by all the policies as set forth by the Cleburne County Board of Education and give consent to the representatives of the Cleburne County Board of Education to contact references, previous employers, physicians, hospitals, schools attended, court officials and law enforcement authorities. In addition, I understand that any misstatement or omission of any requested information shall be a reason for non-renewal of contract or dismissal from employment.

The applicant transcript, references and other data are the property of the Cleburne County Board of Education and will not be returned to the applicant. This application will be classified as inactive after one (1) year unless application is updated annually.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail or return completed application to:  
 Cleburne County Board of Education  
 Attention: Human Resources  
 141 Davenport Drive  
 Heflin, Alabama 36264  
 Phone (256) 463-5624 Fax (256) 463-5709  
 Website: [www.cleburneschools.net](http://www.cleburneschools.net)