

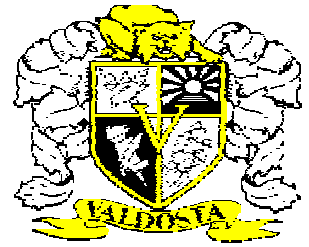
**PERSONNEL DIVISION
USE ONLY**

Date Received: _____

Approved: _____

Valdosta City Schools

1204 Williams Street • P.O. Box 5407
 Valdosta, Georgia 31603-5407
 Phone (229) 333-8500



Support Staff Application

Date of Application _____ Date Available for Employment _____

Last Name:	First Name:	Middle Initial:	Telephone Number: Home () _____ Cell () _____ Work () _____
Street Address:		City:	State: Zip-code:

Have you ever been employed with Valdosta City Schools? Yes ___ No ___
 Are you legally eligible for employment in the U.S.A? Yes ___ No ___

A complete separate application must be submitted for each position. Check only one position per application.

Bus Driver Custodian Maintenance School Food Service

Indicate highest grade level completed: _____ If completed high school, please attach a copy of Diploma or GED certificate.

For the positions below, please attach a transcript of your highest level of education completed.

Clerical Technology School Nurse Other: _____

E D U C A T I O N	LEVEL	SCHOOL	DEGREE/DIPLOMA	YEAR	MAJOR
	High School				
	College				
	License's Certificate's				
	Other				

Please list in order beginning with most recent position.

E X P E R I E N C E	DATES		ORGANIZATION	JOB TITLE	SUPERVISOR	REASON FOR LEAVING
	From:	To:				
	From:	To:				
	From:	To:				
	From:	To:				

This section is required. Do not write "See Resume". Please complete ALL information. Do not list relatives as references.

P R O F E S S I O N A L	R E F E R E N C E S	NAME	ADDRESS	TELEPHONE NUMBER	OCCUPATION

IF YOU ANSWER YES TO ANY OF THE QUESTIONS BELOW, PLEASE ATTACH A DETAILED EXPLANATION

Have you ever:

EACH QUESTION MUST BE ANSWERED

___ YES ___ NO

Been dismissed from employment or asked to resign?

___ YES ___ NO

Been arrested for, pled guilty or been convicted of a felony or a misdemeanor. Including pleading *nolo contendere*?

___ YES ___ NO

Been arrested for, pled guilty or been convicted of any offense relating to the use, manufacture, distribution, sale or possession of any illegal drugs?

___ YES ___ NO

Received an unsatisfactory performance evaluation from an employer?

___ YES ___ NO

Received a dishonorable discharge from the armed services?

___ YES ___ NO

Had a driver's license suspended or revoked?

___ YES ___ NO

Been arrested for, charged with or convicted of a sex-related offense (even if pled no contest or *nolo contendere* or the charges were dropped or pled down)?

PLEASE COMPLETE ONLY THE SECTION (S) APPLICABLE FOR THE POSITION (S) FOR WHICH YOU ARE APPLYING

CLERICAL

Circle all areas where skills apply

Web Design Excel Access Word PowerPoint Bookkeeping Payroll Accounting Typing/wpm_____

Other Skills: _____

TECHNOLOGY

Briefly explain your experience with technology: _____

BUS DRIVER/MAINTENANCE

Years of driving experience (specify): Car _____ years Bus _____ years Truck _____ years

Do you possess or have you ever possessed a valid driver's license, from any state, for driving a bus? YES ___ NO ___

Have you ever been convicted or pled guilty to driving under the influence of drugs or alcohol? YES ___ NO ___

Have you ever been convicted or pled guilty to any traffic violations? YES ___ NO ___

SCHOOL FOOD SERVICE

What is your experience in working with food preparation? _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

I certify that the information on this application is true and accurate. I authorize the full investigation of information given in this application and consent to the representatives of the Valdosta City School (VCS) System contacting my references, previous employers, schools attended, court officials, and law enforcement authorities. I understand that misinformation, misstatement, or omission of any information requested shall be reasons for non-employment or termination of employment. I understand and agree to abide by the policies and regulations of the Valdosta City School System if employed. I understand that the application, transcript, and other data are the property of the Valdosta City Board of Education and will not be returned to me. I agree to sign the appropriate forms, which may be required to me to consent to a Criminal Background Check through state and national agencies. I understand that the information obtained from the criminal background check may be used in employment decisions. It is agreed that if offered a position, that employment is provisional for a period of no more than 200 days until such time as the background check and investigation have been conducted. I agree to submit to a urine drug screen for the presence of drugs and understand that my offer of employment will be contingent upon the results of these tests. I agree to such testing at VCS expense. I authorize release of the results to VCS and release VCS from any and all liability incidents to the testing. I understand that if employed, my continued employment is at my will and the will of the Board of Education that either the board or I may terminate the employment relationship at any time with or without written notice.

Applicant's Signature _____ Date _____

It is the policy of the Valdosta City Board of Education not to discriminate on the basis of gender, age, race, color, disability, religion, national origin or sexual orientation in the educational programs and activities or admissions to facilities operated by the Valdosta City Board of Education or in the employment practices of the Valdosta City School System. The Board shall comply with all aspects of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 (Amended, 1973), Title II of the Vocational Education Amendments of 1976, Title VII of the Civil Rights Act of 1964 (Amended, 1974), Title XXIX of the Age Discrimination Act of 1967, Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities (ADA) Act 1991.