

EMPLOYMENT APPLICATION

Harlan County Schools is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

Please Print

Date: _____

Applicant Information

Name: _____

Address: _____

City/State: _____ Zip Code: _____

Telephone: _____ Message #: _____

Do you have a valid driver's license?* _____ State/License#: _____

Have you ever applied to, or worked for Harlan County Schools before? _____ If yes, when? _____

Do you have any friends or relatives working for Harlan County Schools? _____

If yes, state name and relationship: _____

How did you hear about us/this opening? _____

State briefly why you would like to work for Harlan County Schools:

Have you in the last 10 years been convicted of a felony (excluding any sealed or expunged convictions)? **NOTE:** No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

If yes, explain: _____

General Information About Employment Desired

Position you are applying for? _____ Full-time or part-time? _____

If part-time, hours per week desired: _____ Are you available for work on weekends? _____

Are you available to work holidays? _____ Days of week you are available to work: _____

Hours you are available to work: _____ Are you available to be on-call? _____

Are you available to work nights?* _____ Are you available to work overtime? _____

If hired, on what date could you start work? _____

Are you able to travel on company business?* _____ % time willing to travel: _____

Hourly rate of pay or monthly salary desired: _____

**if required for the position you are seeking*

Education and Training (include on-the-job training):

	<u>School/Location/Sponsor</u>	<u>Course of Study</u>	<u>Dates Attended</u>
High School			
Community College			
Trade School			
College/University			
Seminars/Other			

Special Skills

Do you speak, write or understand any foreign languages? _____

If yes, which language(s)? _____

Experience, training, qualifications or skills which you feel make you especially suited for work in the Harlan County School System? _____ If so, explain in detail below:

Professional Society Memberships: _____

Licenses (lists states): _____

Computer Skills	Dates Used	Level of proficiency
Hardware:		
Software:		

Use the space below to summarize other relevant experience, skills and background:

Employment History:

List all previous employers starting with your present or most recent position (last 10 years is sufficient) below.

Name of Company: _____
Name of Supervisor: _____
Address: _____
street city state zip code
Telephone Number: _____
Position and Duties: _____

Dates of Employment: _____
Starting Rate of Pay: _____ Ending Rate of Pay: _____
Reason for Leaving: _____

Name of Company: _____
Name of Supervisor: _____
Address: _____
street city state zip code
Telephone Number: _____
Position and Duties: _____

Dates of Employment: _____
Starting Rate of Pay: _____ Ending Rate of Pay: _____
Reason for Leaving: _____

Name of Company: _____
Name of Supervisor: _____
Address: _____
street city state zip code
Telephone Number: _____
Position and Duties: _____

Dates of Employment: _____
Starting Rate of Pay: _____ Ending Rate of Pay: _____
Reason for Leaving: _____

Name of Company: _____
Name of Supervisor: _____
Address: _____
street city state zip code
Telephone Number: _____
Position and Duties: _____

Dates of Employment: _____
Starting Rate of Pay: _____ Ending Rate of Pay: _____
Reason for Leaving: _____

Please read and initial each paragraph below (if there is any part of this page you do not understand, please ask about it before signing).

I hereby authorize Harlan County Schools to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to the company any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release Harlan County Schools, my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that if offered employment, the offer may be contingent on my passing a pre-employment alcohol and drug screen and a pre-employment physical. By signing this application, I voluntarily agree to submit to a pre-employment alcohol/drug screen and pre-employment physical upon request. I understand that failure to pass the alcohol/drug screen and/or physical will result in withdrawal of the employment offer.

If hired, I also agree to submit to alcohol or drug testing as a condition of employment. I agree that Harlan County Schools may conduct alcohol or drug screening at its sole discretion with or without notice. I also understand that refusal to submit to an alcohol/drug screen will be considered a voluntary resignation of employment.

I understand that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and Harlan County Schools.

I understand and agree that any future changes in my title, duties, compensation, working conditions, and/or Harlan County Schools benefits, policies and procedures will not alter our at-will and arbitration agreements.

I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identify and legal right to work in the United States on my first day of employment.

I hereby certify that I have not knowingly withheld any information that might adversely affect my changes for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlined in this document.

Applicant's Signature

Date