



Saraland City School System

943 Highway 43 South
 Saraland, AL 36571
 Phone: (251) 375-5420
 Fax: (251) 375-5430
 http://saralandboe.com

FOR OFFICE USE ONLY	
References	_____
Interview	_____
T.B. Test	_____
I-9 Form	_____
Tax Forms	_____
Retirement	_____
Designee	_____
Life Ins.	_____
Health Ins.	_____
Certificate	_____

Classified Application for Employment

PLEASE PRINT

Date: _____ **Social Security Number:** _____
 Mr. Mrs. Ms. (Circle One)

Name: _____
 Last First Middle Maiden

Address: _____
 Street or P.O. Box

_____ City State Zip

Daytime Phone: _____

Cell Phone: _____

Position(s) for which you are applying:

- | | | |
|--|---|--|
| <input type="checkbox"/> <i>Administrative</i>
Specify: _____ | <input type="checkbox"/> <i>Custodial</i>
Specify: _____ | <input type="checkbox"/> <i>Manual Trade</i>
Specify: _____ |
| <input type="checkbox"/> <i>Clerical / Technical</i>
Specify: _____ | <input type="checkbox"/> <i>Child Nutrition / Cafeteria</i>
Specify: _____ | <input type="checkbox"/> <i>Multi-craft</i>
Specify: _____ |
| <input type="checkbox"/> <i>Teacher Assistant / Aide</i>
Specify: _____ | <input type="checkbox"/> <i>Bus Driver / Aide</i>
Specify: _____ | <input type="checkbox"/> <i>Other</i>
Specify: _____ |

Present Employment Status

_____ Employer _____ Position

Have you ever been employed by the Saraland School System? Yes No
 If yes, list school(s), department(s), date(s), and reason for leaving: _____

Have you ever pleaded guilty, been convicted, fined, imprisoned, nolo contendere, or place on probation for violations of any law, police regulation, or ordinance, excluding minor traffic violations? If yes, explain with details. Yes No

Have you ever been discharged or forced to resign for misconduct or unsatisfactory service? If yes, explain with details. Yes No

EDUCATION																					
	High School					Vocational Training / School				Junior / Community College				Undergraduate College / University				Graduate Professional			
School Name / Location																					
Years Completed (Circle Last Year)	9	10	11	12	GED	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Diploma / Degree & Year of Graduation																					
Dates Attended																					
Describe Course of Study	N/A																				

Special Skills and Qualifications

Summarize special job-related skills and qualifications from employment or other experience:

Clerical

Typing _____ wpm
 Shorthand _____ wpm

Computer knowledge

____ Excel
 ____ Windows
 ____ Word
 ____ Access
 ____ Power Point
 ____ Microsoft Publisher

Cafeteria

____ Foodhandlers Card
 ____ Sanitation Course
 ____ Computer Experience

Bus Driver

____ CDL
 ____ State Certified

Multicraft

____ Apprentice
 ____ Journeyman
 ____ Masters
 ____ Certified
 ____ On-Job Training

List any other related skills not identified above:

Employment Experience: <i>Please list your last three employers</i>		
Employer	Dates Employed From: To:	Work performed / duties:
Address		
Telephone Number		
Job Title		
Reason for Leaving	Number of years	
Employer	Dates Employed From: To:	Work performed / duties:
Address		
Telephone Number		
Job Title		
Reason for Leaving	Number of years	
Employer	Dates Employed From: To:	Work performed / duties:
Address		
Telephone Number		
Job Title		
Reason for Leaving	Number of years	

References

Give **name, address and telephone number** of three (3) references who are **not related** to you and who can verify your work abilities:

Name _____ **Phone** _____
Address _____ **City** _____ **State / Zip** _____

Name _____ **Phone** _____
Address _____ **City** _____ **State / Zip** _____

Name _____ **Phone** _____
Address _____ **City** _____ **State / Zip** _____

The Saraland City School System is an Equal Opportunity Employer.
 There shall be no discrimination against any applicant or employee because of race, creed, color, religion, origin, sex, age or disability.