



APPLICATION FOR CLASSIFIED EMPLOYMENT

MAURY COUNTY PUBLIC SCHOOLS
501 West 8th Street, Columbia, TN 38401
www.mauryk12.org
AN EQUAL OPPORTUNITY EMPLOYER

Received _____
Update _____

This employment application form has been designed to comply with State and Federal fair employment practice laws prohibiting discrimination on the basis of an applicant's age, race, creed, color, sex, national origin, veteran status, or nondisqualifying disability. Its purpose is to obtain that information concerning knowledge, skills, and experience necessary to judge the ability to successfully perform the job which you are applying.

I. IDENTIFYING INFORMATION

Name _____
Last First Middle

Address _____
Street City State Zip Code

Do you have a legal right to live and work in the United States? [] Yes [] No

II. TYPE OF WORK DESIRED:

- [] School Secretary [] Transportation [] Clerk
[] Administrative Secretary [] Food Service
[] Educational Assistant [] Custodian
[] Other [] Maintenance (Specify position) _____

Work location limitations, if any, and reasons _____

Do you desire day or night work? _____

Date available for work _____

Check office equipment which you can operate:

- [] Typing - Average Speed _____ wpm [] Copier [] Computer and Applications
[] Fax [] Calculator _____

Other Skills: [] Bookkeeping [] Filing _____

Please state below any facts or details concerning your experience and training which explain more fully your qualifications for the employment for which you are applying. If more space is needed to record this data, please use a separate sheet and attach.

III. EDUCATION PREPARATION

School	Name and Location	Major Area of Study	No. of Years Completed	Did you Graduate	Degree of Diploma
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Trade Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High				<input type="checkbox"/> Yes <input type="checkbox"/> No	

(High School and College Diplomas must be included with this application)

IV. MILITARY HISTORY Complete this section if you served in the U.S. Armed Forces.

Branch of Service _____ Describe your duties _____

Period of Active Duty _____ TO _____
MO./YR. MO./YR.

V. EMPLOYMENT

Please give accurate and complete full-time and part-time employment records. Start with present or most recent employer.

Company Name	Employed - (State month/year) From To
Address	Weekly Pay Start Last
Name of Supervisor	Telephone
State Job Title and Describe Your Work	Reason for Leaving

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C. List any relatives currently employed by the school system and their relationship to you.

D. Please advise if you need any accommodation in order to interview for the position for which you are applying.

E. Are you able to perform the essential functions of the position for which you have applied, with or without, a reasonable accommodation? Yes No

F. Some job classifications require evidence showing a satisfactory health record from a licensed physician on Board approved forms after an offer of employment has been made.

G. I understand that if I am employed, the Director of Schools may assign or reassign me to a specific position as the need requires.

H. I understand that misrepresentation or the purposeful omission of facts called for on this form is reason to disqualify me from further consideration and may be grounds for termination.

DATE:

SIGNATURE:

RETURN TO:

Maury County Board of Education
501 West 8th Street
Columbia, TN 38401
Attn: Human Resources Dept.
(931) 388-8403 ext. 0118

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Columbia, Tennessee 38401
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www.mauryk12.org



APPLICATION PROCEDURES - CLASSIFIED PERSONNEL

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR APPLICATION FOR EMPLOYMENT.

1. Submit a completed application and supporting documents to Director of Schools, Maury County Public Schools, Attention: Human Resources. Supporting documents include:

An official copy of your transcript(s) or a copy of your high school diploma, if applicable
Complete the confidential application information form.

2. Vacancies are advertised on the bulletin board in the lobby of the central office of the Board of Education and in the offices of each school for ten calendar days. Out of town applicants may call (931) 388-8403, extension 0118 to inquire concerning vacancies. Make an appointment for an interview with the principal or contact person at the school site with the opening before the application deadline has passed. The principal or department head will recommend one applicant for the position to the Director of Schools. The director may interview the applicant recommended by the principal. After consultation and agreement with the principal, the director will approve employment.
3. Selection of employees will be based on the prospective employee's qualifications, results of personal interviews, and other factors mandated by the Maury County Board of Education.
4. The application form and documents filed in support of it **will not** be returned to the applicant. Copies of the application and supporting documents will not be provided to applicants. Copies of postings will not be mailed to applicants nor copied for them. Applicants are responsible for making inquiries concerning vacancies as detailed in item 2 of these instructions.
5. It is important that all information be provided. Failure to complete all blanks on the applications and to submit all supporting documents will result in your application being considered incomplete. Do not write "see resume" on blanks of the application.
6. Applications are kept on active file for six months. An applicant must make a **request in writing** if he/she wishes his/her application to remain active for a second six months. Application forms are revised and updated on a regular basis. Applicants may be required to complete new applications at any time. Former employees must also complete new applications.
7. The State of Tennessee is an open public records state. Therefore, your employment application and supporting documentation are open to public inspection once it is filed with us.
8. The Maury County Board of Education is an Equal Opportunity Employer. It is our policy to implement affirmatively equal opportunity to all qualified applicants for employment without regard to race, religion, color, sex, national origin, disability, age, or any other unlawful area. It is our policy that all decisions for employment will be based on the qualifications of the individual.

NOTE: PLEASE KEEP THIS INFORMATION. DO NOT RETURN THIS FORM WITH YOUR APPLICATION.