

APPLICATION FOR CLASSIFIED EMPLOYMENT

MAURY COUNTY PUBLIC SCHOOLS

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

Received	
<u>Update</u>	

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.

Name Last	First	Middle	
Address			
Street	City	State	Zip Code
Do you have a legal right to live and work in	the United States?	☐ No	
I. TYPE OF WORK DESIRED:	☐ Transportation	Clerk	
School Secretary	□ Food Service		
Administrative Secretary	Custodian		
☐ Educational Assistant ☐ Maintenance (Specify position)			
Other			
Work location limitations, if any, and reason			
Do you desire day or night work?			
Date available for work			
Check office equipment which you can op-	erate:		
Typing - Average Speed wpn	n	☐ Comput	er and Applications
Fax	Calculator		
Other Skills: Bookkeeping	Filing		
Please state below any facts or details concerr for the employment for which you are applying and attach.			

III. EDUCATION PREPARATION

School	Name and Location	Major Area of Study	No.of Years Completed	Did you Graduate	Degree of Diploma
College				☐ Yes ☐ No	
Duoiness					
Business Trade				☐ Yes	
Technical				☐ No	
				☐ Yes	
High				☐ No	
(High School and Co	llege Diplomas must be included with	this application)			
IV. MILITARY HISTO	ORY Complete this section if you	served in the U.S	6. Armed Fo	rces.	
Branch of Service _	[Describe your du	ies		
Period of Active Dut	у то				
	MO./YR. MO./YR.				
V. EMPLOYMENT		and part-ti		nent recor	ete full-time ds. Start with
Company Name			Employed -		
Company Name			From	(Otato IIIo	To
Address		1	Weekly Pay		
. 10.0.			Start		Last
Name of Supervisor			Telephone		
State Job Title and D	Pescribe Your Work		Reason for	_eaving	
Company Name			Employed -	(State me	nth/voor)
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Address		,	Weekly Pay		10
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Name of Supervisor		•	Telephone		Luot
·			·		
State Job Title and D	Pescribe Your Work		Reason for	_eaving	
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Company Name			Employed - From	(State mo	nth/year) To
Address			Weekly Pay Start		Last
Name of Supervisor			Telephone		
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State Job Title and D	vescribe Your Work		Reason for	_eaving	

			Employed - (State	month/year)
			From	To
Address			Weekly Pay	
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lame of Supervisor			Telephone	
State Job Title and Describe Yo	ur Work		Reason for Leaving	g
Ve may contact the employers		DO NOT CON	ITACT:	
sted above unless you indicate		Emplover Nar	me	
nose you do <u>not want us to con</u>	tact	Reason		_
/I. REFERENCES (Do not list	relatives)			
Name	Business or	Telephone	Number and Street	City, State, Zip Code
_	Occupation	No.		
				f Education application. I g the information requested
y the Maury County Board of Educ				
y the Maury County Board of Educ				
y the Maury County Board of Educ			ility of damages for providin	
y the Maury County Board of Educ	with the Maury County I promise and agree, position carries with it, o	Board of Education if elected and emp	DATE: n and warrant the correctnessologed in said school system	g the information requested ss of the information stated to do and perform faithfully
SIGNATURE: "II. DECLARATION A. I hereby apply for a position herein to be true and correct and efficiently all duties the p	with the Maury County I promise and agree, position carries with it, of the discrete of the following contact with the mation was, or will be so in 30 days, that the present the contact with th	Board of Education if elected and empor are implied. I fur a Tennessee publicularited at least 30 evious board has w	DATE: n and warrant the correctner bloyed in said school system and if my te 0 days prior to employment	es of the information requested as of the information stated to to do and perform faithfully do and follow all policies set the ermination was voluntary, with the Maury County
II. DECLARATION A. I hereby apply for a position herein to be true and correct and efficiently all duties the profession by Maury County Board If my most recent employme I hereby certify that my resig Board of Education; or if with	with the Maury County I promise and agree, position carries with it, of of Education. Int was by contact with nation was, or will be so action is attached or well action is attached or well.	Board of Education if elected and empor are implied. I fur a Tennessee publicubmitted at least 30 evious board has will be provided.	DATE: n and warrant the correctner bloyed in said school system and if my te 0 days prior to employment	es of the information requested as of the information stated to to do and perform faithfully do and follow all policies set the ermination was voluntary, with the Maury County
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SIGNATURE: II. DECLARATION A. I hereby apply for a position herein to be true and correct and efficiently all duties the professional forth by Maury County Board of Forth by Maury County Board of Education; or if with resignation or the said board B. State Law requires you to an	with the Maury County. I promise and agree, position carries with it, of of Education. Int was by contact with nation was, or will be so in 30 days, that the present action is attached or waswer the following que	Board of Education if elected and empor are implied. I fur a Tennessee public bubmitted at least 30 evious board has will be provided.	DATE: n and warrant the correctner bloyed in said school system ther declare that I will uphole c school system and if my te days prior to employment raived its rights to such notice.	es of the information requested as of the information stated to to do and perform faithfully do and follow all policies set ermination was voluntary, with the Maury County see. A copy of my letter of
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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 accom	emodation in order to interview for the position for which you are applying.					
E.	Are you able to perform the essential accommodation? Yes	functions of the position for which you have applied, with or without, a reasonable No					
F.	Some job classifications require evide forms after an offer of employment ha	ence showing a satisfactory health record from a licensed physician on Board approved as 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 fror further consideration and may be grounds for termination.						
DA	TE:	SIGNATURE:					

RETURN TO:

Maury County Board of Education 501 West 8th Street Columbia, TN 38401 Attn: Human Resources Dept.

(931) 388-8403 ext. 0118

Maury County Public Schools Confidential Application Information Classified Personnel

name		
Last	First	Middle
Phone No.: Home	Cell:	
Social Security Number:		
Date of Birth:		
Do you have a valid Tennessee Driver's License?	Yes	☐ No
Drivers License No.:	-	
Expiration Date.:	License Type.:	

^{*}This form must be completed and submitted with application.

MAURY COUNTY PUBLIC SCHOOLS

501 West 8th Street Columbia, Tennessee 38401 (931) 388-8403, Ext. 0118 www.mauryk12.org



APPLICATION PROCEDURES - CLASSFIED PERSONNEL

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR APPLICATON 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. <u>Do not</u> 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.