

HART COUNTY SCHOOLS

25 QUALITY STREET
MUNFORDVILLE, KY 42765

PHONE: (270) 524-2631

FAX: (270) 524-2634

APPLICATION FOR CLASSIFIED EMPLOYMENT (NON-TEACHING)

FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A CRIMINAL RECORD CHECK, PHYSICAL, AND CENTRAL REGISTRY CHECK AS A CONDITION OF EMPLOYMENT

- * This application will remain in active status for **two (2) years** from date submitted unless notified otherwise by applicant.
- * The application must then be resubmitted/renewed if further consideration is desired.
- * The filing of this application does not indicate there are open positions.

The Hart County School District does not discriminate on the basis of political or religious opinions or affiliations, marital status, ethnic origin, race, color, sex, age, or disabling condition.

INSTRUCTIONS AND INFORMATION

Specific information is necessary to adequately evaluate an applicant's qualifications. Please complete all items. Write NA if the item is not applicable.

Applicants for classified (non-teaching) positions in Hart County Schools must file the following documents at the Central Office of the Hart County Board of Education, 25 Quality St, Munfordville, KY 42765:

1. Completed and signed application for employment
2. Copy of high school diploma or G.E.D.

A resume may also be submitted but is not required

Name _____		
Last	First	Middle
Social Security Number _____		
(____) _____	(____) _____	
Home Phone	Cell Phone	<i>(optional)</i>
Mailing Address (P. O. Box) _____		
Physical Address _____		
City _____	State _____	Zip _____
Email Address: _____		
<small>(required)</small>		

POSITIONS DESIRED

Please check type of employment for which you are applying:

_____ Full-time _____ Substitute _____ Other

Please check the positions for which you are applying:

Bus Driver _____ CDL License: Yes No

Bus Monitor _____

Custodian _____

Food Service _____

Coaching: Basketball Baseball Football Soccer Volleyball

Other coaching position(s) (list) _____

EXPERIENCE DOCUMENTATION REQUIRED WITH APPLICATION

Experience documentation (from previous employment) is required to be submitted with application for the positions listed below or the application will be considered incomplete and inactive.

* **Instructional Assistant** _____

- 1.) *One (1) year experience working with children in an organized setting; (preschool, head start, babysitting, or coaching).*
- 2.) *Completing / passing the Kentucky Paraeducator Test (required). Hart Co. Adult Education Center gives the test (270-524-1267) OR submission of college transcript with 48 hours completed.*

* **School Secretary-Elementary** _____

Elementary: Two (2) years of increasingly responsible clerical and secretarial experience involving frequent contact with the public.

* **School Secretary-Secondary** _____

Secondary: Three (3) years of increasingly responsible office or secretarial experience involving public contact and record-keeping experience.

* **Administrative Assistant-Central Office** _____

Four (4) years of experience in area of assignment.

* **Adult Education Instructor** _____

- 1.) *Bachelor's Degree*
- 2.) *Some instructional experience in education or education-related field, preferably with students with literacy needs (reading/writing).*

* **Maintenance** _____

- 1.) *Four years journey-level experience in one or more trade areas.*

Are you related to a Hart County Board of Education member or the Superintendent?

Yes _____ No _____

Related to: _____ How related? _____



EDUCATIONAL BACKGROUND

(Please complete each section)

Name of Institution	Completion Date	Location	Major/Minor	Degree or Diploma
High School				
Undergraduate College or University				
Graduate School				
Additional Work Beyond Highest Degree Listed				

EMPLOYMENT

Please give complete full-time and part-time employment record. Start with present/most recent employer. Attach additional sheets as needed.

Name of Employer	Telephone ()
Address	Reason for Leaving
Name of Supervisor	Describe your work:
Your Job Title	
Employed (month / year)	
From _____ To _____	
Name of Employer	Telephone ()
Address	Reason for Leaving
Name of Supervisor	Describe your work:
Your Job Title	
Employed (month / year)	
From _____ To _____	

REFERENCES

List three individuals (*other than family members*) having personal knowledge of your professional training, ability, experience, and personal character.

1. Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

2. Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

3. Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

AGREEMENT

I hereby certify that the information contained herein to the best of my knowledge is true, accurate, and complete. I understand that any misrepresentation or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment.

I hereby authorize the Hart County School District to conduct work history, personal reference and police record inquiries concerning my general character and past performance. I further agree that the information obtained may become part of my personnel file if I am employed by the Hart County School District.

Signature of Applicant

Date (required)

