

Bell County School District

211 Virginia Avenue
Pineville, Kentucky 40977 606-337-7051
An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT SUPPORT PERSONNEL

Last Name: _____

First Name: _____

Today's Date: _____

**KRS 160.380 requires applicants to provide picture identification. Please attach below.
Kentucky law does not allow us to consider your application without this.**

**DRIVER'S LICENSE
(Photo Identification)
GOES HERE**

For this type of employment, state law requires a state criminal history background check and have a letter, provided by the individual, from the cabinet for health and family services stating the employee is clear to hire based on no findings of substantiated child abuse or neglect found through a background check of child abuse and neglect records maintained by the cabinet for health and family services as a condition of employment.

UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT.

DRUG TESTING IS A CONDITION FOR EMPLOYMENT.

Please submit your completed application to the Superintendent or Personnel Manager.

We truly appreciate your interest in our school district.

**All applications are kept on
file for a period of
three (3) years.**

As required by law, the Board of Education does not discriminate on the basis of race, color, national or ethnic origin, age, religion, sex, genetic information, disability or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups. For inquiries involving nondiscrimination policies, please contact: 504/Title IX Coordinator, PO Box 340, 211 W. Virginia Avenue, Pineville, KY 40977. Phone: 606-337-7051.

PERSONAL DATA

Last Name:		First Name:		Middle Name:
Street:		City:	ST:	Zip:
Phone:		Email:		
Are you 18 years or older: <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you 21 years or older: <input type="checkbox"/> Yes <input type="checkbox"/> No		

KRS 160.380 REQUIRES RESIDENCY INFORMATION
 Identify all states in which you have maintained residence and specify the dates of your residence. If additional space is needed, attach sheet.

State of Residence	Address	From (Date)	To (Date)

EMPLOYMENT INFORMATION

*To be considered for a Paraeducator position (Teacher Aide/Assistant), you must meet one these requirements specified by federal law: (1) Have 2 years of college-or-(2) Have an Associate Degree- or – (3) Have passed the Kentucky Paraeducator Assessment (KPA).

Position Applied For: (check all that apply)	Cook <input type="checkbox"/>	Bus Driver <input type="checkbox"/>	Maintenance <input type="checkbox"/>	*Instructional Paraeducator (Aide) <input type="checkbox"/>	Custodian <input type="checkbox"/>	Clerical <input type="checkbox"/>	Other: _____ <input type="checkbox"/>
Type of Employment: (check all that apply)	Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	Temporary <input type="checkbox"/>	Substitute <input type="checkbox"/>	School/site(s) of Preference:		
If Temporary, please indicate when available to work:		From:		To:			
Are you legally able to work in the U.S.?:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Do you have a valid driver's license?: (motor vehicle records are checked)		<input type="checkbox"/> YES <input type="checkbox"/> NO	Social Security Number:		
How were you referred to the Bell County Board of Education?:				When would you be available to begin work?:			
Have you previously worked for the Bell Co School District?	<input type="checkbox"/> YES, When? _____ <input type="checkbox"/> NO		Have you previously applied to the Bell County School District?		<input type="checkbox"/> YES <input type="checkbox"/> NO		
All applications shall require response concerning the relationship of the applicant to the Superintendent or a Board of Education member of Bell County Public Schools. "Relative" shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, and daughter-in-law.			Are you a relative of a member of the Bell Co Board of Education? <input type="checkbox"/> YES <input type="checkbox"/> NO Are you a relative of a member of the Superintendent? <input type="checkbox"/> YES <input type="checkbox"/> NO If 'yes' to either question, list person and relationship: _____				

EDUCATION AND TRAINING:
 You must attach evidence of the highest educational level completed.
 Applicants must have a high school diploma or equivalent (GED) to be eligible for employment.

School	Name and Address	Dates	Graduated	Degree	Major
High School			<input type="checkbox"/> YES <input type="checkbox"/> NO		
College or University			<input type="checkbox"/> YES <input type="checkbox"/> NO		
Vocational Training			<input type="checkbox"/> YES <input type="checkbox"/> NO		
Other Education			<input type="checkbox"/> YES <input type="checkbox"/> NO		
List other special study, training, skill or certification:					

Do you have a Commercial Driver's License (CDL)? <input type="checkbox"/> YES <input type="checkbox"/> NO License Number: _____ Expiration Date of License: _____	The Board shall reimburse bus drivers and substitute bus drivers the initial licensing fee as well as any subsequent renewal fees for the commercial driver's license required for all bus drivers and substitute bus drivers excluding the cost of obtaining a regular driver's license.
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SECURITY DATA Upon employment, a \$20.00 application fee will be charged for a criminal record check through the Kentucky State Police. As a condition of employment, KRS 160.380 requires a criminal records check and under certain circumstances you may be required to undergo a national background check with an additional fee of \$12.00. You will be required to provide a Central Registry Check from the Cabinet for Health and Family Services as a condition of employment for a fee of \$10.00.	
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Have you been convicted of a felony in the last five years? <input type="checkbox"/> YES <input type="checkbox"/> NO	If 'yes', state nature of conviction, place, and outcome/disposition below:
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REFERENCES (Three persons not related to you)

Name	Address (Street)	City	State-Zip	Phone	Years Known

EMPLOYMENT EXPERIENCE (Begin with present or most recent employer)

Company Name:	Telephone () -
Address:	Employed (Month/Year) From: _____ To: _____
Name of Supervisor:	Reason for Leaving:
State Job Title and Describe Your Work:	

Company Name:	Telephone () -
Address:	Employed (Month/Year) From: _____ To: _____
Name of Supervisor:	Reason for Leaving:
State Job Title and Describe Your Work:	

Company Name:	Telephone () -
Address:	Employed (Month/Year) From: _____ To: _____
Name of Supervisor:	Reason for Leaving:
State Job Title and Describe Your Work:	

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

Branch of Service:	Period of Active Duty: From _____ To: _____
Describe your Duties and Any Special Training:	Employed (Month/Year) From: _____ To: _____
	Rank at Discharge:
	Date of Discharge:

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND YOUR SIGNATURE INDICATES YOU UNDERSTAND AND AGREE TO THE TERMS DESCRIBED.

THERE IS IMPORTANT INFORMATION CONTAINED BELOW REGARDING OUR EMPLOYEE DRUG TESTING PROGRAM.

- 1. I authorize the persons, schools, and current employer (if approved by me in the Employment Experience section) and other organizations or employers named in this application to provide the Bell County Board of Education with any relevant information that may be required to arrive at an employment decision.**
- 2. I understand and agree that: (a) The information that I have provided is accurate to the best of my knowledge and subject to verification by the Bell County Board of Education (b) A misrepresentation or deliberate omission of a fact in my application may be justification for refusal of employment, or if employed, termination by the Bell County Board of Education.**
- 3. I understand that nothing contained in this employment or in the granting of an interview is intended to create an employment contract between myself and the Bell County Board of Education for either employment or in the granting of any benefit. No promises regarding continued employment have been made to me, and I understand that no such promises or guarantees are binding upon the Bell County Board of Education unless made in writing.**
- 4. Pursuant to KRS 160.380 you may not be hired by the Bell County Board of Education if you are related to any member of the Bell County Board of Education or the Bell County Board of Education's Superintendent. Relative shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law.**
- 5. For this type of employment, state law requires a state criminal history background check and have a letter, provided by the individual, from the cabinet for health and family services stating the employee is clear to hire based on no findings of substantiated child abuse or neglect found through a background check of child abuse and neglect records maintained by the cabinet for health and family services as a condition of employment.**

Drug-free Alcohol-Free Schools

- I have been provided a copy of the district Drug-Free/Alcohol-Free Schools policy (03.23251). I have read this and understand it and agree to abide by it. If employed by the Bell County School District I agree to pay the \$52.00 fee for initial drug testing.**
- I acknowledge that the results of any substance abuse screening that I receive will be transmitted to the Drug Coordinator and the Superintendent.**
- I understand that, as an applicant, if I refuse to complete any part of the drug testing procedure that I can not be considered a valid candidate for employment with the Bell County School District and that I will be considered as having withdrawn my application for employment. I will not be eligible to reapply for at least a 12 month period and must show proof of successful completion of a drug rehabilitation program or proof that I am not engaging in illegal drug use.**

SIGNATURE OF APPLICANT:

DATE: