# **BULLOCH ACADEMY**

an equal opportunity employer

#### **APPLICATION FOR CLASSIFIED & SUBSTITUTE EMPLOYMENT**

### 1. PERSONAL DATA (PLEASE PRINT)

Date		Soc	ial Security N	Number:		
Name	Last		First		Middle	
Address	Street	City	State	Zip	() Cell Phone	Email Address
2. DESIRE	ED EMPLOYMEN	T I am interested in a Classified	Position	(check)		
	eper	<ul> <li>Custodian</li> <li>After School</li> <li>Care Secretary</li> <li>Maintenance</li> </ul>				
	·	rtised or announced posi	,			
Do you have	a teaching application	me Evenings Te on file?	□ NO		(If yes, please includ	
	a valia or expired prote	solution reacting certifica			(ii yes, piease incluu	

#### 3. EDUCATION

Are you a high school graduate?	I No Do you hold a GE	D? 🗆 Yes 🏻 I	□ No	
If "no" to above questions, please circle the h	nighest grade completed:	123456	6 7 8 9 10 11 12	
Schools (list high school first)	City/State	Dates	Field of Study or degree/diploma	
List specific skills/technology and software train	ning:			
	Ту	bing	WPM ShorthandWPM	
List languages, other than English, that you spe	ak:			<u>.</u>
List certificates/licenses:				

#### 4. OTHER INFORMATION

1. Are you at least 18 years of age? □ Yes □ No
2. Have you ever worked for Bulloch Academy?  Yes  No
If "yes," Job Title: Dates of Employment: to
3. Have you ever been terminated or resigned in lieu of termination from an employment position?  Yes No
If "yes," explain briefly Employer (Company) Name:
4. Are you currently employed? □ Yes □ No
If "yes," may current employer be contacted for verification?  Yes  No
If "no," state reason(s):
5. Are you legally authorized to work in the United States?  Yes No
6. Will you now or in the future require sponsorship for employment visa status (e.g., H1B status)?
7. Are you currently receiving monthly benefits from a State of Georgia or GCPS retirement system?  Yes No
Answer each of the following with a "Yes" or "No." You MUST attach an explanation (your statement of what occurred) and documentation (court documents, termination letters, final orders, etc.) to this application.
8. Have you resigned or been discharged from any position, including the Armed Forces, while under suspicion of having engaged in criminal, immoral, or unprofessional conduct, or are you now under investigation for any such charge or have you resigned in lieu of being discharged?  Yes No
9. Have you ever been placed on disciplinary probation or have you been suspended from a college or university?  Yes No
10. Have you ever surrendered an educator or teaching certificate/credential/license/permit, or had one denied, revoked, suspended, or is any investigation or adverse action now pending against you?  Yes No
11. Have you ever been convicted of any felony or misdemeanor or have you ever pled nolo contendere or are you now under investigation for any such offense, other than a minor traffic offense? For the purpose of this application, Driving Under the Influence (DUI), Driving While Intoxicated (DWI) and Boating While Intoxicated (BWI) must be reported.  Yes No
12. Have you ever had any disciplinary action taken against you by a previous employer, including written reprimand, suspension, demotion, non-renewal, termination or any other form of disciplinary action in any state or country?  Yes No
13. Have you ever been investigated for allegations of sexual harassment?  Yes  No
14. Have you ever been accused and investigated for a crime of child abuse or physical abuse?  Yes No
<ol> <li>Have you ever been investigated for any act of discrimination on account of race, color, gender, religion, age, national origin, or handicapping condition? □ Yes □ No</li> </ol>

## 5. WORK HISTORY: Begin with most recent job/work history- accounting for all years since high school

mployer			_ From		То	
Phone: ()	Supervisor's Name/Title:_					
Reason for leaving:						
List job title and duties/response	sibilities/skills:					
mployer			From		To	
Address:		City:		State:		Zip:
Phone: ()	Supervisor's Name/Title:					
Reason for leaving:						
List job title and duties/respons	sibilities/skills:					
mployer			_ From		То	
Phone: ()	Supervisor's Name/Title:					
Reason for leaving:						
List job title and duties/response	sibilities/skills:					
Employer			_ From	(month/year)	То	(month/year)
Address:		Citv:		State:		Zip:
	Supervisor's Name/Title:_					•
	Copoc					
	sibilities/skills:					
	Sidinites/Skiis.					
mployer			From		То	
pioyei				(month/year)	10	(month/year)
Address:		City:		State:		Zip:
Phone <sup>()</sup>	Supervisor's Name/Title:_					
T Hone. ()						

Please make additional copies if necessary.

#### 6. EXPLANATION OF LIMITED WORK HISTORY- Include years not employed

Please give reason(s) for limited work history or prolonged lapse in employment, giving dates and place(s) of residence:

#### 7. VOLUNTEER HISTORY

(List any volunteer history that will assist us in assessing your experience in working with children.)

From (Date)	To (Date)	Type of Service
· · ·		

#### 8. STATEMENT OF QUALIFICATIONS

In your handwriting, please write a brief statement explaining why you are uniquely qualified for a position with Bulloch Academy.

#### 9. SIGN AND DATE

#### PLEASE READ CAREFULLY THEN SIGN AND DATE.

I hereby declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that any misstatement or omission of fact on this application shall be a reason for non-employment or for discharge from employment, if hired. I understand written references will be confidential and that I will not have access to written evaluations,

references, and opinions. I understand that if I am employed with Bulloch Academy my services will be non-contracted in nature. Noncontracted employees and their employers have an at-will employment relationship. At-will means the employment relationship can be terminated at any time or without cause by either the employee or employer. I also understand that I will be subject to a criminal background check. Substitutes work on an as needed basis only. I also understand that, as a Substitute, I am not eligible for benefits.

SIGNATURE OF APPLICANT \_\_\_\_\_

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"Bulloch Academy does not discriminate on the basis of age, race, color, national origin, gender, religion, or disability."

# **BULLOCH ACADEMY**

#### SUPERVISORY REFERENCE FORM

Name of Applicant

Social Security Number

Applying for Position as

□ Classified □ Substitute

PLEASE SUPPLY BULLOCH ACADEMY WITH THE INFORMATION REQUESTED BELOW.

Applicant's Signature and Date

The above named applicant has applied for a position with Bulloch Academy and has listed you as a reference. Your evaluation will be a service to this office, the applicant and the children in our school. Please note that your evaluation will NOT be shared with the applicant.
PLEASE DO NOT RETURN THIS FORM TO THE APPLICANT

Please complete this section and submit as quickly as possible. Please check in the appropriate column the factors about which you have adequate knowledge. Rate the applicant in relations to all employees or individuals you have known and/or supervised.

QUALITIES	Superior Top 5%	Above Average Next 20 %	Average Middle 50%	Below Average Lower 20%	Not Observed
Exhibits positive attitude			2070		
Exhibits tact and self-control					
Exhibits initiative					
Learns new skills easily					
Would work well in above position					
Cooperation with other employees					
Cooperation with supervisors					
Attitude toward customers/clients					
Promptness, neatness, and accuracy with records and reports					
Exhibits appropriate dress and grooming					
Maintains appropriate classroom management and discipline					
Exhibits good attendance					
What is/was your association with the applicant: Supervisor					
Applicant's Job Title	w	ould you rehire this a	applicant?	Yes	No
WOULD YOU FEEL COMFORTABLE WITH THIS APPLICA	NT WORKING	G NEAR YOUR CHI	LD OR OTH	ER CHILDREN?	Yes <u>No</u>
Please list any supplementary comments on the below or on the b	ack of this form	1:			
Title Print or Typ	e Name		Te	elephone Number	
Street Address	Street Address City & State			Zip Coo	le
Signature				Date	

(Please use reverse side of this form or attach additional pages if necessary)

Please Return To: Bulloch Academy Leisa Houghton 873 Westside Road Statesboro, GA 30458 Phone (912) 764-6297