

MARION COUNTY BOARD OF EDUCATION
188 Winchester Drive
Hamilton, Alabama 35570
Phone: (205) 921-3191

Information For Making Application For A Non-Certified Position

Your expressed interest in employment with the Marion County School System is appreciated. The following information is given to explain procedures for making application for non-certified positions. The applicant assumes responsibility for ensuring that all required data is on file.

1. An application form is sent to any person who requests it regardless of the vacancies that might exist or the number of applications that may be on file.
2. Please complete the enclosed application form and return it to the Superintendent's office. The application should be filled out completely. Application forms may not be reviewed for employment purposes until all requested data is on file.
3. A resume is suggested with your completed application if you are applying for secretary, aide, or maintenance positions. Instructional aide positions require either: an Associate's Degree, a transcript from an accredited institute of higher learning showing 48 hours, or passing Work Keys at any college. You should include copies of any information that will support your application. This information may be, but is not necessarily limited to, recognitions, awards, presentations, media clippings, and examples of innovative student work among others. Include copies only since this material cannot be returned. Also, all applicants must include a copy of their social security card.
4. Please use the forms provided for recommendation from your most recent employers and others knowledgeable of you and your skills should be sent to the Superintendent's Office. A minimum of three references is required. It is your responsibility to make sure these are filled out and turned in.
5. Your application will be processed and filed according to job title. It will be considered when vacancies occur in the area(s) for which you qualify. Should it be necessary for you to inquire about your application, please state the approximate date that you applied and the position for which application was made.
6. A personal interview is required before final consideration can be given an applicant. Interviews will be conducted only after positions are officially posted by the Board. Only applicants seriously considered for employment based on Employment Application Form Data and References shall be interviewed. The Superintendent or designee shall arrange such interviews.
7. It is the policy of the Board to promote and maintain equal employment opportunity in accordance with applicable laws and regulations with regards to employment, promotions, compensation, training and other areas of employment without regard to age, sex, race, religion, physical handicap, ethnic group or national origin. Candidates for positions with the Board will be selected for employment on the basis of the candidate's qualifications for the position, the candidate's ability to do the specific job.
8. Writing Sample- As a part of the interview process, applicants for secretarial and aide positions may be asked to complete a writing exercise in your handwriting at the Board Office. This may be done before or after the interview. When completing your writing sample, you will need to give attention to sentence structure, grammar, punctuation, word usage, etc.
9. Your Application will remain active for a period of no less than 12 months from the date of submission and inactive for one additional year. Applications may remain active for an additional year upon written request by the applicant.
10. A tuberculin skin test is required for all new employees at the employee's expense.
11. There may be other requirements for specific areas of employment. These will be listed with the official posting of the vacancy or explained in the interview process.

Thank you for your interest in the Marion County Schools.

GENERAL INFORMATION

Are you presently employed? _____ Yes _____ No

If yes, name and address of present employer _____

Have you ever been discharged or requested to resign from a position?
If yes, explain on a separate page) _____ Yes _____ No

Have you ever been convicted of a violation of law other than a minor?
traffic violation? (If yes, explain on a separate page)
_____ Yes _____ No

Are there any criminal charges or proceedings pending against you? (If
yes, please explain on a separate page) _____ Yes _____ No

Have you ever been convicted of any offense involving the sexual
molestation, physical or sexual abuse, or rape of a child? (If yes,
explain on a separate page) _____ Yes _____ No

Do you have any health problems that would prevent you from carrying
out the duties of the position for which you are applying? (If yes,
please explain on a separate page) _____ Yes _____ No

EDUCATIONAL PREPARATION

HIGH SCHOOL/AGENCY ADDRESS LEVEL OF COMPLETION

List any other special training, qualifications, and experiences in any
areas of school or community work.

WORK EXPERIENCE

List all work experience. (Begin with the most recent.)

DATES FROM/TO	COMPANY	ADDRESS	PHONE NO.	SUPERVISOR

REFERENCES

Please list persons, not related to you, who are expected to complete reference forms.

NAME	ADDRESS	COMPANY/AGENCY- POSITION	PHONE

My signature below authorizes the school system to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers, educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school system and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local Sheriff, information from the Alabama Criminal Justice Information Center of either data on criminal convictions or certification that no data on criminal convictions are maintained, information from the Department of Human Resources and any locality to which they may refer for neglect investigations involving me.

Furthermore, I certify that I have made true and correct statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission, falsely answered statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge and will constitute a release to the employer for liability should I become employed with the school system.

Date of Application _____

Signature of Applicant _____

DO NOT WRITE BELOW THIS LINE

Interviewed by _____ Date _____

Interviewed by _____ Date _____

Interviewed by _____ Date _____

Interviewed by _____ Date _____

Interviewed by _____ Date _____

DATE OF ORIGINAL APPLICATION _____

MARION COUNTY SCHOOLS
 188 WINCHESTERD DRIVE
 HAMILTON ALABAMA 35570
 REFERENCE FORM

NAME _____ DATE _____

POSITION APPLIED FOR _____

The individual named above has applied for employment in our schools. If you are sufficiently acquainted with his/her qualification, character, and ability to function efficiently in this capacity, your assistance in furnishing the information below will be greatly appreciated. All information will be treated confidentially. Please mail to the above address.

PLEASE RATE EACH ITEM BELOW	CANNOT RECOMMEND	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	BEST
<u>PERSONAL QUALITIES</u>					
1. CHARACTER					
2. REPUTATION					
3. GENERAL APPEARANCE					
4. HEALTH					
5. INITIATIVE & SELF RELIANCE					
6. TACT					
7. VOICE					
8. GENERAL CULTURE					
<u>PROFESSIONALISM & SOCIAL TRAITS</u>					
1. UNDERSTANDING OF CHILDREN					
2. COOPERATION AND LOYALTY					
3. INTEREST IN GENERAL ACTIVITIES					
4. SOCIAL BALANCE					
5. COMMUNITY LEADERSHIP					
GENERAL RATING					

1. For how long and in what capacity have you known him/her?

2. Is he/she open-minded and receptive to suggestions?

3. Could he/she remain in his/her present position?

-
-
4. If he/she were applying to you for a similar position, would you accept him/her? _____
-
-
5. To your knowledge, has he/she ever been dismissed for cause? _____
-
-
6. Has the candidate any physical, moral, mental, or social peculiarities or habits which would make him/her undesirable as an employee? If so, please explain. _____
-
-

GENERAL REMARKS OR EXPLANATIONS

SIGNED: _____

POSITION: _____

DATE: _____

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 188 WINCHESTERD DRIVE
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