

Application for Employment

Please Print

Greene County School District
P O Box 1329
528 Oak Street
Leakesville MS 39451
601-394-2364 Phone
601-394-5542 Fax

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____/____/____

Teacher Applicants: Please attach a copy of Mississippi Teacher License

Name _____ Social Security # _____ Date of Birth _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # (____) _____ Mobile/Beeper/Other # (____) _____ E-mail Address _____

Referral Source (How did you hear about us?) _____

Have you ever been employed here before? If yes, give dates and positions _____

Are you legally eligible for employment in this country?..... Yes ___ No ___

Date available for work..... ____/____/____ What is your desired salary range?.....\$ _____

Type of employment desired _____ Full-Time _____ Part-Time _____ Temporary _____ Seasonal _____ Educational Co-Op _____

Driver's license number if driving may be required in position for which you are applying _____ State _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the Violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?..... Yes ___ No ___

If yes, please provide date(s) and details _____

Employment History

Starting with your most recent employer, provide the following information.

	Month	Year	Month	Year	
Employer _____	_____	_____	_____	_____	_____
Phone _____	_____ / _____ to _____ / _____		Dates Employed		_____
Street Address _____	City _____	State _____	Hourly _____	Salary _____	\$ _____ per _____
Starting job title/final job title _____					Commission/Bonus/Other _____

Immediate supervisor and title (for most recent position held) _____

Why did you leave? _____

Summarize the type work performed and job responsibilities. _____

What did you like most about your position? _____

What did you like least about the position? _____

	Month	Year	Month	Year	
Employer _____	_____	_____	_____	_____	_____
Phone _____	_____ / _____ to _____ / _____		Dates Employed		_____
Street Address _____	City _____	State _____	Hourly _____	Salary _____	\$ _____ per _____
Starting job title/final job title _____					Commission/Bonus/Other _____

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Employer	Phone				Dates Employed
Street Address	City	State	Hourly	Salary	\$ per \$
Starting job title/final job title	Commission/Bonus/Other				

Immediate supervisor and title (for most recent position held)

Why did you leave?

Summarize the type work performed and job responsibilities.

What did you like most about your position?

What did you like least about the position?

Skills and Qualifications

Summarize any special training, skills (computer), licenses and/or certificates that may assist you in performing the position for which you are applying.

Educational Background

School	Years Completed	GPA	Major/Minor
School	Years Completed	GPA	Major/Minor
School	Years Completed	GPA	Major/Minor

References

Name	Title	Relationship	Telephone	#years known
Name	Title	Relationship	Telephone	#years known
Name	Title	Relationship	Telephone	#years known

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representative, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____ / _____ / _____