**Somerset Independent Schools**

**305 College Street, Somerset, KY 42501**

Phone: 606-679-4451 Fax: 606-678-0864

**Application for Non-Teaching Employment**

**Date of Application:**

**Name: Last:** **First:** **Middle:**

**Street Address:** **City:** **State:****Zip Code:**

**Home Phone:** **Cell Phone:** **Work Phone:**

**If you have applied for employment with** Somerset Independent Schools **before, when and for what position? Date of Application:****Position Applied For:**

**Position Desired:**

|  |  |  |
| --- | --- | --- |
| [ ] **Instructional Assistant** | **[ ] Bus Driver** | **[ ] Custodian** |
| **[ ] Secretary** | **[ ] Bus Monitor** | **[ ] Maintenance** |
| **[ ] Food Service** | **[ ] FRYSC** | **[ ] Other**        |

# Schedule you prefer to work:   [ ] Full Time [ ]  Part Time [ ]  Substitute [ ] Temporary

**Hours you prefer to work:   [ ] Days   [ ] Evenings   [ ] Nights   [ ] Any Shift**

**If you have been employed by the** Somerset Independent Schools **before, when and in what position?**

**Dates of Employment:** **Position Held:**

**Are you related to the Superintendent or to any Somerset Independent School Board member?**

**If yes, who are you related and what is the relationship?**

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| --- | --- | --- | --- | --- | --- |
| **EDUCATION:** | **Name and Address of School** | **Course of Study** | **Years Completed** | **Did you graduate** | **Degree or Diploma Earned** |
| **College** |  |  |  |  |  |
| **Address** |  |  |  |  |  |
| **High School** |  |  |  |  |  |
| **Address** |  |  |  |  |  |
| **Elementary** |  |  |  |  |  |
| **Address** |  |  |  |  |  |
| **Other** |  |  |  |  |  |
| **Address** |  |  |  |  |  |

The Somerset Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the employment or the provision of services.

**EMPLOYMENT HISTORY**

**Please provide accurate, complete full-time and part-time employment record starting with most recent.**

|  |  |
| --- | --- |
| **Company Name:** | **Dates of Employment:** |
| **Address:** | **Job Title:** |
| **Name of Supervisor:** | **Telephone:** |
| **Reason For leaving:** |  |

|  |  |
| --- | --- |
| **Company Name:** | **Dates of Employment:** |
| **Address:** | **Job Title:** |
| **Name of Supervisor:** | **Telephone:** |
| **Reason For leaving:** |  |

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| --- | --- |
| **Company Name:** | **Dates of Employment:** |
| **Address:** | **Job Title:** |
| **Name of Supervisor:** | **Telephone:** |
| **Reason For leaving:** |  |

**Please list specific skills you possess and/or specific machines or equipment you know how to operate.**

**REFERENCES: Provide full name and contact information for each reference. Please include supervisor responsible for supervising and evaluating your performance at the last two places of employment. The judgment of a nonprofessional person in reference is usually only valuable from the standpoint of general character.**

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| --- | --- | --- | --- | --- |
| **Full Name** | **Company** | **Address** | **Position** | **Day Time Phone** |
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**ADDITIONAL INFORMATION:**

**Please provide any additional information which would be helpful in reviewing your application:

PLEASE READ AND SIGN THE FOLLOWING PAGE:**

**PLEASE READ AND SIGN THE FOLLOWING:**

**I understand that my filling out this application does not imply any promise of my employment with Somerset Independent Schools. I further understand that, if employed, I would be required to abide by all rules and regulations of the employer.**

**I certify that the information on this application is true and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of information will be sufficient cause for cancellation of my application or dismissal from subsequent employment by the Somerset Independent Schools.**

**I authorize Somerset Independent Schools to investigate my previous employment and to make such other investigations as may be deemed necessary. I release Somerset Independent Schools and my current and previous employers from all liability resulting from such information.**

**Should I be employed by Somerset Independent Schools, I will be able to show proof of my legal right to work in the United States as required by the Immigration Reform and Control Act of 1986.**

**I understand that, as part of the employment process, I will be required to undergo a state-required criminal background check, including fingerprinting; and under certain circumstances, a national history background check may be required.**

**I understand that, as part of the employment process, I may be required to undergo a urinalysis test for the detection of illegal use of drugs.**

**I understand that I must either have 64 college hours or pass the Kentucky Para Educator Assessment to be employed as any type of Instructional Assistant.**

**I understand that I may request accommodation if I am currently disabled or become disabled.**

**I understand this application and any employment in the Somerset Independent Schools shall be governed and interpreted in accordance with applicable law.**

**Please check:   I have   I have NOT lived outside the state of Kentucky during the last five years.**

**Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This application will remain in active status for three (3) years unless notified otherwise by the applicant.