

IV. EMPLOYMENT EXPERIENCE

Begin with your present or last job and give employment history of your last five (5) jobs.

Employer	Telephone	Dates Employed		Specific Work Performed
		From	To	
1. Name				
Address				
Your Job Title				
Supervisor's Name and Address				
Reason for Leaving				

2. Name				
Address				
Your Job Title				
Supervisor's Name and Address				
Reason for Leaving				

3. Name				
Address				
Your Job Title				
Supervisor's Name and Address				
Reason for Leaving				

Employer	Telephone	Dates Employed		Specific Work Performed
		From	To	
4. Name				
Address				
Your Job Title				
Supervisor's Name and Address				
Reason for Leaving				

5. Name			
Address			
Your Job Title			
Supervisor's Name and Address			
Reason for Leaving			

V. EDUCATIONAL AND TRAINING BACKGROUND

Did you graduate from High School? YES NO Last grade completed _____
 Did you receive a GED certificate? YES NO

Complete All That Apply

Name of Institution and Location (address)	From Mo/Yr	To Mo/Yr	Degree Received	Major Study
High School				
College or University				
Technical or Vocational School				
List any special qualifications, skills, licenses, etc.				

VI. OCCUPATIONAL AND PERSONAL REFERENCES

Please give name, phone number, and complete address of at least three persons who can attest to your occupational abilities/skills and at least three persons who can provide character/personal references. Do not include any relatives.

OCCUPATIONAL REFERENCES	PERSONAL REFERENCES
1. _____ _____	1. _____ _____
2. _____ _____	2. _____ _____
3. _____ _____	3. _____ _____

VII. PRE-EMPLOYMENT TESTS

The Gulf County School Board requires three pre-employment tests. The employee pays the costs for each test. Test results must be available before the first day of employment.

(a) FINGERPRINT ANALYSIS

State law requires a fingerprint analysis be made for each employee who comes into contact with school children. PLEASE CONTACT THE COORDINATOR OF HUMAN RESOURCES AND SET UP AN APPOINTMENT FOR A FINGERPRINT ANALYSIS AFTER BEING RECOMMENDED FOR EMPLOYMENT. ALL COST MUST BE PAID BY THE APPLICANT PRIOR TO OBTAINING THE ANALYSIS. (PHONE (850) 229-6940 EXT. 115)

Failure to comply with this requirement may result in termination. Employment is contingent until a “clear” analysis is received from the Florida Department of Law Enforcement and Federal Bureau of Investigation. If an arrest record and conviction record results from this analysis and it was not documented on the application, immediate action will be taken to begin the termination process and to make appropriate reports to law enforcement or judiciary agencies.

Do you understand this “Fingerprint Analysis” statement? ____ YES ____ NO

If NO, please explain. _____

(b) PRE-EMPLOYMENT PHYSICAL EXAMINATION

The applicant understands that if recommended for the position, employment will be contingent upon timely submission of:

A pre-employment physical examination signed by a practicing Florida physician indicating physical ability to perform duties of the position.

Do you understand this “Pre-Employment Physical” statement? ____ YES ____ NO

(c) PRE-EMPLOYMENT DRUG SCREENING

The applicant understands that if recommended for the position, employment will be contingent upon timely submission of:

A pre-employment drug screening conducted and signed by an agency approved by the Gulf County School Board. The drug test results must indicate the applicant is drug free.

Do you understand the “Pre-Employment Drug Screening” statement? ____ YES ____ NO

If NO, please explain _____

VIII. REQUIREMENTS FOR EMPLOYMENT

To be eligible for a position in the District School System, a person shall be at least 18 years of age (except Student Worker) or a high school graduate or equivalent, of good moral character and possess the competencies necessary to perform the function of the job. Minimum requirements for non-instructional jobs are established by the School Board as follows:

JOB CLASSIFICATIONS	MINIMUM REQUIREMENTS
Teacher Aide, Finance	H.S. Diploma/Equivalent
Secretary	H.S. Diploma/Equivalent/Typing
Bus Driver	H.S. Diploma/Equivalent/Licenses
Maintenance	H.S. Diploma/Equivalent & Florida Driver's License
Others	Contact appropriate administrator

Applications for employment will NOT be accepted unless the applicant attaches verification of the minimum requirement for the position(s) listed above. Complete applications will be screened for qualifications and kept on file in the personnel office for one (1) school year ending June 30. Updates may be made by contacting the Superintendent's Office.

XI. SIGNATURE AND DATE

I UNDERSTAND MY SIGNATURE INDICATES ALL INFORMATION PROVIDED BY ME ON THIS APPLICATION IS TRUE, AND IF INACCURACIES ARE FOUND AFTER APPOINTMENT, EMPLOYMENT MAY BE TERMINATED.

SIGNATURE (FULL LEGAL NAME)

DATE

PLEASE RETURN THIS CHARACTER REFERENCE TO:

**ATTN:Duane McFarland
Gulf County Schools
150 Middle School Road
Port St. Joe, FL 32456-1698
(850) 229-8256**

The following person has submitted an application seeking employment with this school district. Please complete and return to the above address.

Applicant's Name: _____

Would you please take a few minutes to respond to several questions?

1. How many years have you known the applicant? _____

2. Did you supervise the person in a work environment? YES NO

 If YES, was work performance satisfactory? YES NO

 Was work attendance satisfactory? YES NO

 If NO, what was your relationship to the applicant?

3. Can you recommend this applicant to work with boys and girls in a school environment? YES NO

4. Are there any other facts or information you think would be helpful in our selection and approval process?

I hereby certify with my signature that the responses to the above items are true and accurate.

Printed Name/Signature

P.O. Box/Route/Street Address

City State Zip

Area Code Telephone Number

