

HOLMES DISTRICT SCHOOL BOARD

307 W. North Avenue

Bonifay, Florida 32425

PH (850) 547-9341 ~ FX (850) 547-0381

APPLICATION FOR INSTRUCTIONAL EMPLOYMENT

PERSONNEL

[Please Print or Type]

Date of Application _____ Phone Number _____ U.S. Citizen? Yes No
Month Day Year

Name _____

Address (Last) (First) (Middle) _____

(No.) (Street) (City) (State) (Zip) _____

Position(s) applied for _____ Full Time Part Time

Have you worked for us before? _____ If YES, When? _____ Position _____

Indicate special qualifications or skills _____

NOTE: The items below are voluntary and are collected for Equal Employment Opportunities and for record keeping only, not for employment decisions.

Date of Birth: ____/____/____ Gender: Male Female Ethnic Identification: Hispanic/Latino Yes No

Race: White, Non-Hispanic Black/African American Hispanic Asian Native Hawaiian or Other Pacific Islander
 American Indian/Alaskan Native

BACKGROUND INFORMATION

Are you a U.S. Citizen? _____ If NO, can you legally remain permanently in the United States? _____

Have you ever been bonded in prior employment? _____ If YES, list name(s) of employer(s): _____

Have you ever been convicted of a Felony or a first degree misdemeanor? _____ If YES, list convictions: _____

Have you ever received Worker Compensation benefits? _____ If YES, when? _____

Type of injury? _____

EDUCATION

NAME & LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?
Elementary			
High School			
College	Major: _____		
	Degree: _____		
Other			

EMPLOYMENT RECORD [Begin With Most Current Job]

Employer	Phone	From	To
Address		Position	
Duties		Supervisor's name	
		Starting Salary/Wages	
Reason for Leaving		Final Salary/Wages	
Employer	Phone	From	To
Address		Position	
Duties		Supervisor's name	
		Starting Salary/Wages	
Reason for Leaving		Final Salary/Wages	
Employer	Phone	From	To
Address		Position	
Duties		Supervisor's name	
		Starting Salary/Wages	
Reason for Leaving		Final Salary/Wages	

PERSONAL REFERENCES

Name	Address	Phone Number

CERTIFICATION/LICENSURE [EX. Drivers License, Teacher Certification, etc.]

Application Date or Certification No. _____ Type _____ Expiration Date _____
 (Attach Copy)

Subjects Covered: _____

Drivers License: State _____ Type _____ No. _____ Expiration Date _____
 (Attach Copy)

To be eligible for employment in the Holmes County School System, you will be required to submit a complete set of fingerprints. New employees will be on probationary status pending fingerprint processing and determination of compliance with standards of good moral character.

Applicants for administrative, instructional and non-instructional positions are required to undergo drug testing prior to, and as a condition of, final employment with the School Board. Testing will be conducted in accordance with Policy 6.33, Section VI; Policy 6.17, Section VI; and Chapter 59A-24, Florida Administrative Code.

I hereby certify that, to the best of my knowledge and belief, the answers made herein are true. I understand false information is sufficient grounds for dismissal.

If employed, I agree to abide by the rules and regulations as set forth by the Holmes District School Board as necessary to the proper conduct of its business.

Signature of Applicant

Date

Reasonable accommodations are available for persons with disabilities to complete the application and/or interview process. Applicants/individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may contact Carmen Bush, 307 W. North Ave., Bonifay, FL, email carmen.bush@hdsb.org or call 850-547-9341 x1253 for assistance.

Holmes District School Board does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Name and/or Title: Carmen Bush
Office Address: 307 W. North Ave. Bonifay, FL 32425
Phone Number (Voice/TDD): 850-547-9341 x 1253
E-mail: carmen.bush@hdsb.org