

**JACKSON COUNTY SCHOOL SYSTEM  
PO BOX 217 HWY 421  
MCKEE KY 40447**

**CERTIFIED APPLICATION**

**Position Applying For:** \_\_\_\_\_

**Prospective employees will receive consideration without discrimination because of race, color, national origin, religion, age, creed, political affiliation, marital status, sex, or disabling condition.**

**Please complete all questions, incomplete applications will not be considered.**

\_\_\_\_\_  
**Last Name                      First Name                      Middle Initial      Social Sec. #**

\_\_\_\_\_  
**Street Address              City                      State      Zip              Phone**

**Education**

**College:** \_\_\_\_\_ **Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

**Certificate Applied For:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Current Certificate:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**High School:** \_\_\_\_\_ **Graduation Date:** \_\_\_\_\_

**ACCOMPLISHMENTS**

**Membership in Professional or Civic Organizations (exclude those which may disclose your race, religion, or national origin):** \_\_\_\_\_

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**EMPLOYMENT HISTORY**

**Current Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_

**Job Description:** \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_

**Job Description:** \_\_\_\_\_

**REFERENCES**

**Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

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**Phone:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

## MILITARY

**Complete this section if you served in the U.S. Armed Forces**

Describe your duties and any special training:

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Branch of Service: \_\_\_\_\_ Period of Active Duty: \_\_\_\_\_

**If you have lived in states other than Kentucky, please complete the table below.**

**Attach additional sheet if necessary.**

State	Start Date of Residency	End Date of Residency

### **RE: Criminal Background Checks**

**Please note:** For this type of employment, state law requires a national and state criminal history background check as a condition of employment.

**“Have you been convicted of, or pled guilty to, a crime of any nature, including traffic violations, in Kentucky or any other state, since you have reached the age of 18?”**

YES \_\_\_\_\_

NO \_\_\_\_\_

**\*If your answer is yes, please explain the criminal charge(s), list the State where you were charged, when each charge was made against you, whether you were convicted by a court of jury or a guilty plea, and describe the penalties and fines imposed:**

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**\*Jackson County Board Of Education Policy # 03.23251 requires (for a "safety-sensitive" position) that each new employee and employees receiving a promotion or transfer must "submit to a urinalysis test for the detection of illegal use of drugs". You may request a copy of that policy at anytime and you will be given a copy in advance of a post-offer, pre-employment physical. You are' required to sign an acknowledgement that you have read and understand that policy.**

**I hereby declare the information provided by me in this application for employment is true, correct, and complete to the best of my knowledge. I understand that if employed, any false statement or omission of fact on this application shall be considered cause for dismissal.**

**I also affirm that I am not related to any of the five members of the Board of Education or the Superintendent.**

**NOTE: The following documents must accompany this application:**

- 1. Certificate**
- 2. Official Transcript**
- 3. Criminal Record Check or Proof of Application**
- 4. A photocopy of a picture identification**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Applications can be...

Mailed to: Mike Smith, Superintendent P. O. Box 217 McKee, Ky. 40447	Faxed to:  606-287-8469	E-mailed: Type the application in Word, save to disk, e-mail as an attachment to: applications@jackson.k12.ky.us
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