

JACKSON COUNTY PUBLIC SCHOOLS

3331 HWY 421 SOUTH
MCKEE, KENTUCKY 40447

VOLUNTEER COACH CLASSIFIED APPLICATION

Position(s) Applying For: _____

As of July 13, 1990, all prospective employees are required by Kentucky State Law to have obtained a high school diploma or a G.E.D. certificate or show progress toward obtaining a G.E.D. certificate.

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 Initial Date of Birth Social Security #

Street Address City State Zip Phone

E-mail Address

Education

College: Major: Minor:

Graduation Date:

Certificate Applied For: Date:

Current Certificate: Exp. Date:

High School: Graduation Date:

Please list any special skills or areas of training:

Military

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

Describe your duties and any special training:

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 AND HAVE A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE EMPLOYEE IS CLEAR TO HIRE BASED ON NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES AS A CONDITION OF EMPLOYMENT (at the expense of the employee).

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:**

***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.**

***Please note: For this type of employment, state law requires a physical examination and TB skin test (at the expense of the employee).**

The following documents must accompany this application:

- 1. Criminal Record Check or Proof of Application... You can apply for a criminal record check by contacting Melissa Hill with JCPS at 606-287-7181. If you are filling a position after a school term has begun, you can be hired on a probationary status pending receipt of a criminal record check.**
- 2. A photocopy of a picture identification**
- 3. JCPS will need a letter from the Cabinet for Health and Family Services stating that you are clear to be hired based on no findings of substantiated child abuse or neglect. You can request that this letter be generated by the Cabinet and mailed to JCPS by using the accompanying for DPP 156 according to the directions on the preceding page. If you are filling a position after a school term has begun, you can be hired on a probationary status pending receipt of the letter.**

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 the father, mother, brother, sister, husband, wife, son or daughter of the five members of the Board of Education or the Superintendent. This affirmation is not required for part-time substitute employees.

Signature

Date

Applications can be...

Mailed to:	Faxed to:	E-mailed:
Mike Smith, Superintendent 3331 Highway 421 South McKee, Kentucky 40447	Office of Superintendent Fax: 606-287-8469 (Attention: Tonya Combs)	Type the application in Word, save to disk, e-mail as an attachment to: tonya.combs@jackson.kyschools.us