



ROCKCASTLE COUNTY SCHOOLS

245 Richmond Street – Mt. Vernon, KY 40456
Phone: (606) 256-2125 ♦ Fax: (606) 256-2126

Classified Application for Employment

Application may be submitted in person at Central Office, mailed to the address above or emailed to classified.employment@rockcastle.kyschools.us.

I. Personal Information

_____	_____	_____	_____
Last Name	First Name	Middle Name	Social Security Number
_____	_____	_____	_____
Address (Current)	City	State	Zip
_____	_____	_____	_____
Address (Permanent)	City	State	Zip
_____	_____	_____	_____
Telephone Number	Emergency Number	Emergency Contact	E-Mail Address

II. Position

Position for which you are applying: (Mark all the positions that you are interested in)

<input type="checkbox"/> Any	<input type="checkbox"/> Clerical	<input type="checkbox"/> Food Service
<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Computer Technology	<input type="checkbox"/> Instructional Assistant
<input type="checkbox"/> Bus Monitor	<input type="checkbox"/> Custodian	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Other _____		

Location Preference:

<input type="checkbox"/> RCHS	<input type="checkbox"/> RAAA (Alternative School)	<input type="checkbox"/> RCMS
<input type="checkbox"/> BES	<input type="checkbox"/> MVES	<input type="checkbox"/> RES
<input type="checkbox"/> Central Office		

Type of work you prefer:

<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Substitute
<input type="checkbox"/> Any		

When would you be available to begin work? _____

III. Education

List the most recent education first. Provide a copy of your college transcript.

College or University	Dates Attended				Degree			
Technical/Vocational	Dates Attended				Degree			
High School	Diploma				GED			
	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

List any skills that might be beneficial for the position(s) for which you are applying:

List all equipment and machines that you are familiar with or can operate:

IV. Work History

List the most recent first.

1.	Employer Name	Address	Dates of Employment
	Position Held	Contact Person/Phone Number	Reason for Leaving

What were your responsibilities?

2.	Employer Name	Address	Dates of Employment
	Position Held	Contact Person/Phone Number	Reason for Leaving

What were your responsibilities?

3.	Employer Name	Address	Dates of Employment
	Position Held	Contact Person/Phone Number	Reason for Leaving

What were your responsibilities?

4.	Employer Name	Address	Dates of Employment
	Position Held	Contact Person/Phone Number	Reason for Leaving

What were your responsibilities?

V. Personal References

Do not list relatives.

1.	Name/Title	Address	Phone Number
2.	Name/Title	Address	Phone Number
3.	Name/Title	Address	Phone Number

VI. Additional Information

1. When you work for a public school system, you are instantly involved with our most valuable resource, the children of Rockcastle County. Reflect upon why you are a good applicant to work in an environment committed to educating young people.

2. Have you ever worked for or interviewed for a position with our school district? YES NO

If yes, answer below. Date Worked: _____ Date interviewed: _____

3. Have you been dismissed or refused re-employment in any position that you have held? YES NO

Explain: _____

4. Have you ever been convicted of any crime? YES NO

Explain: _____

NOTES TO APPLICANT

Please note: Before an applicant can be recommended to the Board of Education for employment, the following information must be furnished:

1. Completed, signed and dated application.
2. Copy of high school diploma, GED, or documentation of enrollment and satisfactory progress in a GED program.
3. Official college transcripts from all colleges/universities attended.

As defined in KRS 160.380 I realize that I cannot be a relative (father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law) of a school board member, the superintendent or a principal of the school where I am applying for employment. Therefore, I declare that I am not a relative to the individuals which hold any of these positions. I understand that false information given in regard to this will result in my immediate dismissal of employment and subject me to potential legal action.

By my signature, I certify, to the best of my knowledge, that all information contained in this application is true and represents me accurately. I understand that falsification of information on this application constitutes grounds for dismissal.

I authorize the Rockcastle County School System to conduct an investigation of personal, educational, vocational, and employment history. I further authorize any former employer, person, firm, corporation, educational institution, or government to provide the Rockcastle County School System with information regarding my performance, character, and general reputation. I discharge the Rockcastle County School System and those who provide information from any liability as a result of furnishing this information. I understand that the district is required to obtain a criminal background check and information obtained will become part of my personnel file.

Print Name _____ Signature _____ Date _____

COMPLETION OF THIS SECTION IS VOLUNTARY INFORMATION IS USED ONLY FOR STATISTICAL PURPOSES.

RACE:		SEX:	
White		Female	
Black		Male	
Other			

Rockcastle County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The Rockcastle County Public School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title VI, Title VII, Title IX, Section 504, Americans with Disabilities Act, and Age Discrimination Act 1975. Any person having inquiries concerning the Rockcastle County Public Schools' compliance with Title VI, Title VII, Title IX, Section 504, Americans With Disabilities and Age Discrimination Act 1975 is directed to contact the Director of Student Services, who has been designated by the Rockcastle County Board of Education to coordinate the system's efforts to comply with Title VI, Title VII, Title IX, Section 504, Americans With Disabilities and Age Discrimination Act 1975. The Director of Student Services can be contacted at 245 Richmond St, Mt. Vernon, Kentucky 40456, or at (606) 256-2125.