

MARION COUNTY PUBLIC SCHOOL SYSTEM EMPLOYMENT APPLICATION

How did you obtain this application?

Please one Walk-In Mail Out Job Fair/Recruited Website _____

Date Updated: _____ (For Office Use Only)

<p>NAME: Last _____ First _____ Middle _____</p>	<p>POSITION(S) APPLIED FOR: Place a check mark beside appropriate area(s) and list specific job titles.</p>										
<p>PRESENT ADDRESS:</p> <p>Street Address: _____</p> <p>Mailing Address: (if different) _____</p> <p>City _____ State _____ Zip _____</p> <p>Home Phone: () _____ Work: () _____</p> <p>Optional Mobile/Message Phone: () _____</p> <p>Email address: _____</p> <p style="text-align: center;">Please notify us upon any changes in address or phone.</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Area</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Specific Job Title</u></th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">Administrative _____</td> <td style="border-bottom: 1px solid black;">Example: Director, Supervisor, Coordinator, etc. (Principal and Asst. Principal need an administrative application)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Instructional _____</td> <td style="border-bottom: 1px solid black;">Example: Elem. Ed., Guidance, Middle Grade, English, Biology, Art, etc.</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Non-Instructional _____</td> <td style="border-bottom: 1px solid black;">Example: Bus Driver, Clerk-Typist, Custodian, Food Service, etc.</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Substitute Teacher _____</td> <td style="border-bottom: 1px solid black;">SEE SUBSTITUTE TEACHER APPLICATION ADDENDUM</td> </tr> </tbody> </table>	<u>Area</u>	<u>Specific Job Title</u>	Administrative _____	Example: Director, Supervisor, Coordinator, etc. (Principal and Asst. Principal need an administrative application)	Instructional _____	Example: Elem. Ed., Guidance, Middle Grade, English, Biology, Art, etc.	Non-Instructional _____	Example: Bus Driver, Clerk-Typist, Custodian, Food Service, etc.	Substitute Teacher _____	SEE SUBSTITUTE TEACHER APPLICATION ADDENDUM
<u>Area</u>	<u>Specific Job Title</u>										
Administrative _____	Example: Director, Supervisor, Coordinator, etc. (Principal and Asst. Principal need an administrative application)										
Instructional _____	Example: Elem. Ed., Guidance, Middle Grade, English, Biology, Art, etc.										
Non-Instructional _____	Example: Bus Driver, Clerk-Typist, Custodian, Food Service, etc.										
Substitute Teacher _____	SEE SUBSTITUTE TEACHER APPLICATION ADDENDUM										

Sex: Male Female Date of Birth: Mo _____ Day _____ Year _____ Social Security No. _____

U.S. Citizen: Yes No If you are not a U.S. Citizen, do you possess an I-551, or I-94 Card with "Employment Authorized" stamped on the card? No Yes (attach copy of card)

OPTIONAL INFORMATION (For state and federal reporting only)

Race: _____ White, Non-Hispanic _____ Black, Non-Hispanic

 _____ Hispanic _____ Asian, Pacific Islander

 _____ American Indian, Alaskan Native

Veteran

Years of Active Military Service: _____ (attach documentation)

Branch of Service	Date of Entry
Date of Discharge	Signature of Applicant

Veterans' Preference

If you are claiming veterans' preference, documentation (DD214 or equivalent) substantiating your claim must be furnished at the time of application.
SEE VETERANS' PREFERENCE CLAIM FORM

RETURN APPLICATION TO: **PERSONNEL DEPARTMENT**
MARION COUNTY PUBLIC SCHOOL SYSTEM
420 SE ALVAREZ AVENUE
PO BOX 670
OCALA, FL 34478-0670
PHONE: (352) 671-7787
WEB SITE: www.marion.k12.fl.us
 FRS 1-800-955-8770 (voice)
 1-800-955-8771 (TTY)

REFERENCES:

Please forward the reference forms to former supervisors and request that they be returned within ten(10) days.

1. Individuals listed should have observed your work and be knowledgeable of your work ability. If no prior employment, personal references will be acceptable.
2. Individuals listed below must be the same as those used on the attached reference forms.
3. If currently employed, list your current supervisor first.
4. New or prospective **college graduates** with no prior teaching experience who have an active file at a college placement office, may substitute the placement folder for the reference forms; however, the placement folder must contain at least three(3) references (list them below). One professional reference must be from the directing teacher of your internship; another should be from the college coordinator of interns. It is the responsibility of the applicant to request his/her placement file.
5. **DO NOT LIST RELATIVES.**

NAME/POSITION	ADDRESS (STREET OR BOX NO./CITY/STATE/ZIP)	PHONE
_____	_____	() _____
_____	_____	() _____
_____	_____	() _____
_____	_____	() _____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

NAME	RELATIONSHIP	PHONE NUMBER: ()	
STREET ADDRESS	CITY	STATE	ZIP

EDUCATION: (If you would like to submit a resume in addition to completing this application, please attach additional information to this application.)

NAME OF INSTITUTION AND LOCATION	MONTH/YR FROM	MONTH/YR TO	MAJOR	MINOR	DEGREE/DIPLOMA (TYPE)	GPA
HIGH SCHOOL:						
COLLEGE/UNIVERSITY:						

CRIMINAL BACKGROUND:

<p>1. Have you ever been cited or arrested in any state for a traffic violation in the past five years? No ____ Yes ____ If yes, provide the following information:</p> <p>Offense _____</p> <p>Name used by you at time of offense _____</p> <p>_____</p> <p>Date of offense _____</p> <p>City/County/State _____</p> <p>Explanation of final disposition _____</p> <p>_____</p> <p>_____</p> <p>2. Have you ever had your drivers license suspended or revoked in any state? No ____ Yes ____ If yes, provide the following information:</p>	<p>Offense _____</p> <p>Name used by you at time of offense _____</p> <p>Date of offense _____</p> <p>City/County/State _____</p> <p>Date of suspension or revocation _____</p> <p>Date driving privileges were restored _____</p> <p>Explanation of final disposition _____</p> <p>_____</p> <p>_____</p> <p>3. Have you ever been convicted, fined, incarcerated (jailed), placed on probation and/or community control (house arrest), taken into custody by a law enforcement officer, participated in any type of pretrial intervention program, or had adjudication withheld, other than in a minor traffic violation? No ____ Yes ____ (Note: You should list all arrests and charges even if you have been advised by an attorney or judge that a charge would <u>not</u> show up on a background check.</p>	<p>Include all sealed or expunged records so that the disposition of your case(s) can be verified.) If yes, provide the information below for each offense:</p> <p>Offense _____</p> <p>Name used by you at time of offense _____</p> <p>_____</p> <p>Date of offense _____</p> <p>City/County/State _____</p> <p>Level of conviction (i.e. felony, misdemeanor) _____</p> <p>Date of conviction or disposition _____</p> <p>Explanation of final disposition: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>If multiple offenses, provide information about each offense on an additional page.</p>
--	--	---

Pursuant to S.1012.32(2)(d), F.S., a person shall not be disqualified from employment solely because of a prior conviction for a crime. However, a person may be denied employment pursuant to S.775.16, F.S., by reason of the prior conviction for a crime if the crime was a felony or first degree misdemeanor and directly related to the position of employment sought.

I hereby consent to the release of my juvenile delinquency records (if any) to the Marion County Public School System, Marion County, Florida.

Information concerning dispositions will not necessarily disqualify an applicant. Records will be checked as applicable.

PREVIOUS EMPLOYMENT

1. **PLEASE GIVE ALL INFORMATION REQUESTED BELOW.** Attach an additional sheet if necessary. The Personnel Department must have this information.

NAME OF FIRM	MAILING ADDRESS, CITY, STATE & ZIP	PHONE NO.	POSITION HELD	MO/YR FROM	MO/YR TO	REASON FOR LEAVING
1. _____ _____ _____	_____ _____ _____	() _____ _____ _____	_____ _____ _____	 	 	_____ _____ _____
2. _____ _____ _____	_____ _____ _____	() _____ _____ _____	_____ _____ _____	 	 	_____ _____ _____
3. _____ _____ _____	_____ _____ _____	() _____ _____ _____	_____ _____ _____	 	 	_____ _____ _____

Incomplete applications will not be offered to administrators. COMPLETED application and references will be processed as “available for hiring”. INCOMPLETE applications will be placed in a “holding” file for a period not to exceed 60 days. YOU ARE RESPONSIBLE FOR THE STATUS OF YOUR APPLICATION. If you are unsure of the status, please call and check.

****Completed applications must be updated every six(6) months. However, applications will only remain active for a total of 18 months, after which time a NEW application must be resubmitted.*** You may call 671-7787 to do this. Applications not updated every six months, will be eliminated from the files. *Pertains to Instructional and Non-Instructional applications only.

In the event this application results in my employment by the Marion County Public School System, I agree to abide by the rules and regulations of said system. My answers to the foregoing questions are given in order to provide the Marion County Public School System with facts pertinent to my employability. **I agree that if any misrepresentation has been made by me, any offer of employment may be withdrawn or my employment terminated immediately in the event this application results in my employment. I understand the answers given by me are subject to verification and are true to the best of my knowledge and belief.**

DATE: _____ APPLICANT’S SIGNATURE _____

Applicants with ADA disabilities, in need of reasonable accommodations, must request such in advance of an interview.