

Employment History (List chronologically)

| | | | | |
|--|---------------------|--|-----------------------|-----|
| 1 | Company Name: | | Telephone # () | |
| | Address: | | Dates of Employment: | |
| | | | From: | To: |
| | Name of Supervisor: | | Reason for Leaving: | |
| List job title and briefly describe work responsibilities: | | | | |
| 2 | Company Name: | | Telephone # () | |
| | Address: | | Dates of Employment: | |
| | | | From: | To: |
| | Name of Supervisor: | | Reason for Leaving: | |
| List job title and briefly describe work responsibilities: | | | | |
| 3 | Company Name: | | Telephone # () | |
| | Address: | | Dates of Employment: | |
| | | | From: | To: |
| | Name of Supervisor: | | Reason for Leaving: | |
| List job title and briefly describe work responsibilities: | | | | |
| 4 | Company Name: | | Telephone # () | |
| | Address: | | Dates of Employment: | |
| | | | From: | To: |
| | Name of Supervisor: | | Reason for Leaving: | |
| List job title and briefly describe work responsibilities: | | | | |

References

You are to send the three (3) reference inquiry forms to three persons of your choice. Forms are to be sent directly to these individuals. Please include a stamped, self-addressed envelope with each form and mail to each reference to ensure that the completed forms are returned to this office. Please note that reference inquiries will be held in confidence.

Give below the name of three (3) persons not related to you whom you have known at least one (1) year.

| | Name and Title of Reference | Business/Organization | Address | Phone Number | Years Known |
|---|-----------------------------|-----------------------|---------|--------------|-------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Do you have any physical or medical limitations that would prohibit you from lifting 25 pound items? Yes . No

Have you ever failed to be re-employed? . Yes . No If yes, where? _____

State reason: _____

Have you ever been convicted of any offense other than a misdemeanor? . Yes . No

If yes, explain _____

List any experience(s) you have had that will help you contribute to this position.

I understand that Montgomery County School District reserves the right to verify all information on this application and that any false statement(s) or failure to disclose information may be sufficient to disqualify me from employment.

Applicant's Signature _____ **Date** ____/____/____

APPLICATION WILL REMAIN ACTIVE FOR ONE YEAR FROM DATE RECEIVED. The Montgomery County School District adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed or national origin. This policy includes the qualified handicapped and pertains to all programs and activities supported by the Montgomery County School District.

FOR OFFICE USE ONLY

Date Interviewed _____ Position Desired _____

Interviewed By: _____

Comments: _____

Date Interviewed _____ Position Desired _____

Interviewed By: _____

Comments: _____

Montgomery County School District

Non-Licensed Applicant Reference Inquiry Survey

Date: _____/_____/_____

To: _____

Return Reference To:
 Montgomery County School District
 Department of Human Resources
 P. O. Box 687
 Winona, MS 38967

RE: _____ / _____ / _____
Name of Applicant Social Security Number Position Desired

The above named person has applied for a position in the Montgomery County School District. He/She has listed you as a reference. I would appreciate your responses to the questions below. Please include any relevant information that you might be able to provide me concerning this applicant. **ALL INFORMATION WILL BE KEPT CONFIDENTIAL!**

A. GENERAL CHARACTERISTICS: Please rate by checking the most appropriate response.

- Exhibits discipline and tact..... Superior. Good. Average. Fair. Unsatisfactory. No Information
- Displays good personal grooming... Superior. Good. Average. Fair. Unsatisfactory. No Information
- Reliability..... Superior. Good. Average. Fair. Unsatisfactory. No Information
- Attendance Record..... Superior. Good. Average. Fair. Unsatisfactory. No Information
- Work Habits..... Superior. Good. Average. Fair. Unsatisfactory. No Information
- Use of sound judgment..... Superior. Good. Average. Fair. Unsatisfactory. No Information
- Character..... Superior. Good. Average. Fair. Unsatisfactory. No Information
- Works well with others..... Superior. Good. Average. Fair. Unsatisfactory. No Information
- Cooperation..... Superior. Good. Average. Fair. Unsatisfactory. No Information

Communication skills are effective:

- 1. Orally..... Superior. Good. Average. Fair. Unsatisfactory. No Information
- 2. Written..... Superior. Good. Average. Fair. Unsatisfactory. No Information

B. REMARKS: Please make any additional comments, which you feel are relevant to the professional work history of this applicant. _____

Please indicate the length of time you have known applicant. From _____ To _____

In what capacity did you know this applicant? _____ Would you hire/rehire? Yes. No

Signature _____ Date _____

Title _____ Telephone Number _____

Montgomery County School District

Office of Human Resources

P. O. Box 687

Winona, MS 38967

662-283-4533 / Fax 662-283-4584

PERMISSION FOR MANDATORY BACKGROUND CHECK

Date _____

I give my permission for the Montgomery County School District to conduct a background screening check with the law enforcement, the Child Abuse Central Registry, previous employers, and any other persons to determine my suitability for employment. I understand that this permission is part of my application for a position with the Montgomery County Schools. I further understand that my employment is contingent upon the information obtained in a background check and my contract or at-will agreement is voidable based on this information.

Please Print:

Name: _____

Address: _____

Social Security Number: _____

Date of Birth: _____

Signature _____

Montgomery County School District
Human Resources Department

THEFT OF PROPERTY FORM

Please Print:

Employee Name _____

The theft, misappropriation, or any other unauthorized removal of property belong to the Montgomery County School District is strictly prohibited and will not be tolerated.

Any Montgomery County School District employee who removes, steals, misappropriates, or participates in the removal, theft, or misappropriation of any property belonging to the Montgomery County School District, will be subject to immediate termination and full restitution will be required.

I have read and understand the contents of this notice.

Employee Signature _____

Date _____