



Tattnall County School System

Gina G. Williams, Ed.D., Superintendent
P. O. Box 157 - Reidsville, Georgia 30453
Phone: (912) 557-4726

BOARD MEMBERS

Richard Bland, Chairman
Ronnie Oliver
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The mission of the Tattnall County School System is Educating and Nurturing Tomorrow's Leaders

Dear Classified Position Applicant:

Thank you for your interest in Tattnall County Schools. We are delighted that you wish to become a part of our school system. We believe you will find Tattnall County to be a wonderful place to work and educate children.

In order for your application to be processed in a timely manner, it is essential that you follow these guidelines:

- Complete all of the areas on the application. Applications without references will not be reviewed.
- Attach a copy of the document that verifies your highest education level (i.e., high school diploma, GED certificate, technical school or college transcript) to the application.
- Your application is kept on file for one year. You must provide Name, Address, and/or Telephone number changes in writing to our office. We will not be able to reach you for an interview if we do not have your current contact information.

Your application file will be made available to principals and other supervisors once it is complete; therefore, it is not necessary for you to call or visit schools. Principals and other supervisors will select and contact applicants of their choice. **Your application is not complete until we have received all three reference forms.** You may call the Central Office to check the completion status of your application file.

If you have any questions regarding the application procedures, please do not hesitate to call.

Sincerely,

Gina G. Williams

Gina G. Williams, Ed.D.
Superintendent

Revised 1/10/17

"Whatever It Takes"

Tattnall County School System

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CLASSIFIED STAFF APPLICATION FOR EMPLOYMENT

DIRECTIONS

All prospective employees must have an application on file in the Central Office. All information requested must be completed and the application must be signed and dated before an applicant will be considered for employment.

PERSONAL

Name _____ Social Security # _____
Last First Middle

Address _____
Mailing Address City State Zip Code

Phone # _____ Personal Email Address: _____

Date of Birth (optional) _____ (used for statistical purposes only)

Are you a citizen of the United States of America? YES NO If not, you must furnish a copy of your permanent residency permit or other document allowing you to legally work in the country.

Please check position for which you wish to apply: Bus Driver Clerical
 Custodian Food Service
 Maintenance Other _____
 Paraprofessional

The Civil Rights Act of 1964 prohibits discrimination in employment practices because of race, color, religion, sex, or national origin. PL 90-202 prohibits discrimination because of age. Section 504 of the Rehabilitation Act of 1973 (PL 93-112) prohibits discrimination on the basis of handicap). The Americans with Disabilities Act of 1990 prohibits discrimination based on the presence of a disability.

I understand that in the event I am offered a position with this school system, I will be required to be fingerprinted and have a criminal background check in accordance with the Official Code of Georgia Annotated 20-2-211 (e) (1).

I further understand that the information obtained from the criminal background check will be used in employment decisions.

I agree and consent for such background check and investigations to be conducted and agree to hold the school system and all officials, representatives, and employees of the foregoing harmless from all claims for libel, slander, defamation of character, invasion of privacy, intentional infliction of emotional distress, negligence and similar claims.

Have you ever: (each question must be answered)

- 1) Been dismissed from employment or asked to resign? YES NO
2) Been arrested, charged with, pled guilty to, pled no contest to, or been convicted of a felony or misdemeanor, other than a simple traffic violation or have an arrest pending court disposition? (DUI/BUI must be reported). YES NO
3) Received an unsatisfactory performance evaluation from an employer? YES NO
4) Received a dishonorable discharge from the armed services? YES NO

If the answer to any of the above questions is yes, you must attach a written explanation.

EDUCATION AND PROFESSIONAL TRAINING

High School _____
School/State Diploma/Degree Year Major

College _____

Other (i.e., GED) _____

Please attach a copy of the document verifying your highest level of education and check the one attached:
 Teaching Certificate (valid or expired) College Diploma or Transcript High School Diploma
 Other Postsecondary Institute Transcript GED

PLEASE COMPLETE THE SECTIONS BELOW THAT ARE APPLICABLE FOR THE POSITION(S) FOR WHICH YOU ARE APPLYING.

SECRETARIAL/CLERICAL

Place an X beside each area in which you have skills and/or experience:

Secretary
 Bookkeeper

Receptionist
 Typing

Business Machines
 Computer/Word Processing

List the computer programs with which you are most knowledgeable: _____

List any other secretarial/clerical skills: _____

PARAPROFESSIONAL

In what capacity have you worked with children? _____

SCHOOL FOOD SERVICE

Are you willing and able to perform tasks involving moderate lifting, carrying, pushing, pulling and mopping?
 YES NO

Work hours may vary in the Food Service Program. Please identify your preference(s).
 Full Time Part Time

BUS DRIVER/MAINTENANCE

Do you possess or have you ever possessed a valid driver's license from any state for driving a bus? YES NO
Do you possess or have you ever possessed a commercial driver's license? YES NO
Have you ever pled guilty or no contest to driving under the influence of drugs or alcohol? YES NO
Have you ever pled guilty or no contest to reckless driving? YES NO
Have you ever had a driver's license suspended or revoked? YES NO
Would you be willing to work on a substitute basis? YES NO

WORK EXPERIENCE

Beginning with the most recent; list your last three places of employment. All information requested must be given.

Dates (from-to)	Company	City	Phone #	Position	Reason for leaving

REFERENCES

Please list the three recent supervisors to whom you have mailed the reference forms. If you have no work experience, you should list former teachers or principals and individuals with whom you have done volunteer work. DO NOT LIST FRIENDS, RELATIVES, OR NEIGHBORS.

Name	Address	Relationship	Phone #/Occupation/Company

I certify that the information on this application is true and accurate. I authorize the full investigation of information given in this application and grant permission to the representatives of the Tattnall County School System to contact my references, previous employers, schools attended, court officials and law enforcement authorities and, if applicable, to request information from the Department of Public Safety concerning my being a driver in good standing and qualified to operate school buses in the state of Georgia. Also, if applicable, I agree to immediately report to the Tattnall County School System any offense committed by me that is required to be reported to the Department of Public Safety under the Uniform Commercial Drivers License Act, and acknowledge that any failure on my part to do so may result in my immediate dismissal. **I UNDERSTAND THAT MISINFORMATION, MISREPRESENTATION OR OMISSION OF ANY INFORMATION REQUESTED SHALL BE REASON FOR NON-EMPLOYMENT OR TERMINATION OF EMPLOYMENT.** I understand and agree to abide by the policies and regulations of the Tattnall County School System. If employed, I understand the application, transcripts and other data are the property of the Tattnall County School System and will not be returned to me.

Signature of Applicant

Date

Your application will not be processed without your signature.

We appreciate your interest in the Tattnall County School System. Please mail this application to the following address:

Tattnall County Board of Education
P.O. Box 157
Reidsville, GA 30453

EQUAL OPPORTUNITY EMPLOYER