

**PAMLICO COUNTY SCHOOLS
507 ANDERSON DRIVE
BAYBORO, NC 28515
(252) 745-4171**

T.A.	_____
SFS	_____
Custodian	_____
Secretary	_____
Maintenance	_____

office use only

APPLICATION FOR NON-TEACHING PERSONNEL

APPLICATION OF:

Ms. _____
Mr. _____
(LAST NAME) (FIRST NAME) (MIDDLE NAME)

A. PRESENT ADDRESS _____

_____ Telephone _____

Present Position _____

Have you ever been convicted of any crime or misdemeanor other than a minor traffic violation?
() Yes () No If yes, please explain. _____

B. POSITION(S) FOR WHICH YOU ARE APPLYING _____

Were you previously employed by Pamlico County Schools? If yes, when and what was the nature of the employment? _____

If your application is considered favorably, on what date would you be available to begin work?

List any skills, qualifications, or experiences which you feel would especially fit you for work with Pamlico County Schools.

C. EDUCATIONAL RECORD

SCHOOLS	NAME AND ADDRESS OF SCHOOL	YEARS ATTENDED	CIRCLE THE LAST YEAR THAT YOU COMPLETED	DID YOU GRADUATE?
Elementary			5 6 7 8	
High School			9 10 11 12	
College			1 2 3 4	
Other (Specify)				

D. MILITARY SERVICE RECORD (if applicable):

Present Selective Service Classification _____

Were you in the U.S. Armed Forces? Yes _____ No _____ If yes, which Branch _____

If Yes, Armed Service Number _____

Dates of duty: From _____ To _____
Month/Day/Year Month/Day/Year

List duties in the service, including special training _____

Have you taken any training under the G.I. Bill of Rights? Yes _____ No _____ If yes, what type of training? _____

E. EMPLOYMENT RECORD: (List below present and past employment, begin with most recent.)

Name and Address of Company	Employed		Describe the nature of the work you did	Name of your supervisor	Reason for leaving
	From	To			

F. REFERENCES:

List a minimum of three (3) references, preferably those acquainted with your qualifications, including your current or last employer. With the completion of this application, you are authorizing Pamlico County Schools to request confidential recommendations from your listed references. References are checked by mail and by phone. Please give accurate addresses and telephone numbers. (Do Not List Relatives.)

Name	Address	Telephone	Occupation

G. PLEASE GIVE YOUR REASONS FOR SEEKING EMPLOYMENT IN THE PAMLICO COUNTY SCHOOL SYSTEM.

H. If I am employed by Pamlico County Schools, I hereby agree that I will accept compensatory time in lieu of overtime pay for times when I work more than a forty (40) hour week.

I also agree that the decision either to give compensatory time or to pay overtime wages will be at the discretion of Pamlico County Schools.

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information, false documentation, or failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal, and/or criminal action. I further understand that dismissal shall be mandatory if fraudulent information is given to meet position qualifications.

The undersigned applicant/employee hereby expressly authorizes the Pamlico County Board of Education, its agents and employees to make any investigation of my personal or employment history, expressly including, but not limited to federal and state criminal, law enforcement or traffic records. I further authorize any former employer, person, firm, corporation, credit agency, administrative body, or government agency to give the board of education, its agents or employees any information they may have regarding me. In consideration of the review of my employment application by the Pamlico County Board of Education, its agents or employees, I hereby release the board of education and all or any of its agents and/or employees and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information.

I UNDERSTAND THAT PAMLICO COUNTY SCHOOLS RESERVES THE RIGHT TO TEST EMPLOYEES AND PROSPECTIVE EMPLOYEES IN ORDER TO DETECT ALCOHOL AND/OR DRUG USE.

I acknowledge receipt of the Pamlico County Board of Education policy Drug-Free Workplace. I have read and am familiar with the drug testing program in the Pamlico County school system.

DO NOT SIGN BEFORE CAREFULLY READING THIS SECTION.

Signature of Applicant _____

Date _____

I. NONDISCRIMINATION

It is the policy of this school system not to discriminate in its educational programs, activities, or employment policies in regard to sex, race, color, religion, age, marital status, national origin, creed, or disability.

Thank you for your interest in Pamlico County Schools.

J. Unless otherwise notified, your application will remain in the active file for one year from date submitted.

RETURN TO:

**PERSONNEL DEPARTMENT
PAMLICO COUNTY SCHOOLS
507 ANDERSON DRIVE
BAYBORO, NC 28515**