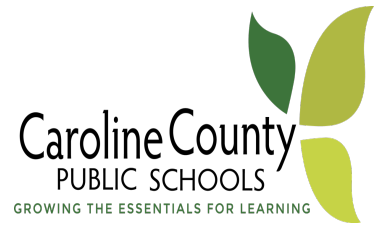


APPLICATION FOR OCCASIONAL/TEMPORARY EMPLOYMENT

CAROLINE COUNTY PUBLIC SCHOOLS

Personnel Office
204 Franklin Street
Denton, Maryland 21629 410-479-2894



LAST NAME **FIRST NAME** **MIDDLE NAME** **APPLICATION DATE**

PLEASE SPECIFY BELOW THE OCCASIONAL/TEMPORARY POSITION FOR WHICH YOU ARE APPLYING: (i.e., Mentor, Coaching, Etc.)

Permanent Address _____

Street/P.O. Box City State Zip

Telephone Numbers _____ and/or _____

Social Security Number _____ E-mail Address _____

Have you ever been discharged or asked to resign from a position? Yes No

Have you ever pleaded guilty, been convicted, fined, imprisoned, or placed on probation for the violation of any law (minor traffic violations for which a fine of \$50 or less was imposed excluded)? Yes No (A record of conviction does not automatically exclude an applicant from employment consideration.)

Have you received a final finding of "indicated" in any child abuse or neglect investigation? (Please note that "final" means that all appeal rights have been exhausted.) Yes No

Does your name appear on any Sex Offender Database in any state or country? Yes No

If "Yes" to any of the questions above, please explain: _____

Are you a United States citizen or currently authorized to work in the United States on a full-time basis? (You must provide a copy of your authorization to work in the United States.) Yes No

Driver's License Number: _____ Type/Class of current license: _____

Has your driver's license ever been revoked? Yes No

If yes, explain: _____

This employment requires regular, on-time attendance specific to the assignment. Can you meet this job requirement? Yes No

EDUCATION:

High School Attended: _____

Name of School City State

Did you graduate? Yes No If no, circle highest year you attended: 9 10 11 12

College Attended: _____
 Name of College _____ City _____ State _____
 Did you graduate? ___ Yes ___ No Major _____ # Credits Earned _____
 (If yes, please provide copy of transcript verifying completion of degree.)

Other Education: _____

OTHER WORK EXPERIENCE (Begin with the most recent employment)			
Date	Employer	Location	Nature of Position

REFERENCES: Please list <u>at least two</u> professional references. Feel free to also include people who know you personally.			
Name	Address	Phone	Official Position

This application will be kept on active status for one year. You must notify the Personnel Office if you wish it to remain in the active status file for additional school years.

Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. Any employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

It is our responsibility to make the above information known to you and to provide evidence to the fact that you have received this information. Please sign below where indicated.

Signature _____ Date _____

I hereby affirm that my answers to the foregoing questions on this application are true and correct, and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any false information, omissions or misrepresentations submitted on this application are causes for immediate termination without notice or non-renewal of contracts. I understand that this is a pre-employment application and that if I am employed a formal personal history may be completed.

I authorize the Caroline County Board of Education to obtain information related to this application from former employers, school personnel, references (unless otherwise noted), and any others with whom it desires and agree to hold such persons harmless with respect to any information they may give. I understand that Caroline County Board of Education reserves the right to review personal social media accounts. If employed I will comply with the rules and regulations set forth and communicated to all employees by the Board of Education. Employment is conditional until all pre-employment requirements are satisfied.

Signature _____ Date _____

NOTICE OF NONDISCRIMINATION: The Board of Education of Caroline County does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, color, sex, sexual orientation, age, marital status, national origin, religion or disability.