



ASHLAND INDEPENDENT SCHOOL DISTRICT
1820 Hickman Street
P.O. Box 3000
Ashland, Kentucky 41105-3000

SUPPORT STAFF APPLICATION

OFFICE USE

Date Rec'd _____

Date Employed _____

Date Reviewed _____

Date Credentials Requested _____

Date Interviewed _____

(Type or Print)

I. PERSONAL INFORMATION

Social Security Number _____

Last Name

First Name

Middle Name

Address (Current)

City

State

Zip

Phone

Address (Permanent)

City

State

Zip

Phone

Are you related to any Ashland Board of Education Member? Yes No

Any school personnel? Yes No Any Site-Based Decision Making Council members? Yes No

If so, please list names and positions: _____

II. POSITION

A. Full Time Part-Time Substitute

B. Secretarial Educational Aide Food Service Custodial Bus Driver Maintenance

III. GENERAL INFORMATION

A. Present Position _____

B. When would you be available for this position? _____

IV. EDUCATION (Please list most recent education first.)

College/University

Dates Attended

Degree

Vocational/Technical

Dates Attended

Area of Study

High School

Diploma: Yes No

v. WORK REFERENCES (Include Principals, Superintendents, Supervisors or others for whom you have worked recently)

Name	Address, City State, Zip, Phone #	Referral Person's Position

PERSONAL REFERENCES (Do not use any of Ashland School's Central Office Personnel.)

Name	Address, City State, Zip, Phone #	Referral Person's Position

VI. WORK EXPERIENCE (List most recent experience first.)

FROM: Mo. Yr. To Mo. Yr.	# Months	Title of Position	Salary – Final
Name of Employer		Duties	
Address/Phone #			
Name of Supervisor		Reason for Leaving	
FROM: Mo. Yr. To Mo. Yr.	# Months	Title of Position	Salary – Final
Name of Employer		Duties	
Address/Phone #			
Name of Supervisor		Reason for Leaving	
FROM: Mo. Yr. To Mo. Yr.	# Months	Title of Position	Salary – Final
Name of Employer		Duties	
Address/Phone #			
Name of Supervisor		Reason for Leaving	

VII. COMPLETE ONLY THE AREA (S) BELOW FOR WHICH YOU ARE APPLYING

<p>1.</p>	<p>SECRETARY OR BOOKKEEPING Check each category in which you have training or experience.</p>	<p> <input type="checkbox"/> Accounting/Bookkeeping <input type="checkbox"/> Library Clerical <input type="checkbox"/> Shorthand <input type="checkbox"/> Switchboard <input type="checkbox"/> Typing (_____ Words per minute) </p>	<p> <input type="checkbox"/> Word Processing <input type="checkbox"/> Data Entry <input type="checkbox"/> Dictaphone <input type="checkbox"/> Computer <input type="checkbox"/> Payroll </p>
<p>2.</p>	<p>CUSTODIAL AND MAINTENANCE Check each category in which you have training or experience.</p>	<p> <input type="checkbox"/> Building Maintenance <input type="checkbox"/> Grounds Maintenance <input type="checkbox"/> Heating Systems <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Plumbing <input type="checkbox"/> General Repairing </p>	<p> <input type="checkbox"/> Electrical <input type="checkbox"/> Carpentry <input type="checkbox"/> Painting <input type="checkbox"/> Masonry <input type="checkbox"/> Boiler License </p>
<p>3.</p>	<p>BUS DRIVER Check each category in which you have training or experience.</p>	<p> <input type="checkbox"/> Driving <input type="checkbox"/> Truck/Bus Driver <input type="checkbox"/> Auto Mechanics <input type="checkbox"/> Auto/Truck Maintenance </p>	<p> <input type="checkbox"/> Body & Fender <input type="checkbox"/> Route Planning or Supervision <input type="checkbox"/> Commercial Driver's </p>
<p>Have you ever had a damage accident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____ _____</p>			
<p>Have you ever been cited for traffic regulation violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____ _____</p>			
<p>4.</p>	<p>FOOD SERVICE Check each category in which you have training or experience.</p>	<p> <input type="checkbox"/> Cooking (other than for family) <input type="checkbox"/> Baking </p>	<p> <input type="checkbox"/> Cashier <input type="checkbox"/> Salad Making </p>

VIII. OTHER CONSIDERATIONS

<p>Have you ever worked for or applied for a position with the Ashland Independent School District before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Date Applied _____</p>	<p>Dates Worked _____</p>
<p>If so, under what name? _____</p>	
<p>Have you ever been convicted of any crime as an adult? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Explain: _____ _____ _____</p>	
<p>Have you ever been dismissed from or refused re-employment in a classified position? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

- IX. A RESUME IS OPTIONAL.
- X. EVIDENCE OF CERTIFICATION OR LICENSE APPLICABLE FOR THE POSITION SOUGHT MUST ACCOMPANY THIS APPLICATION.
- XI. FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A CRIMINAL RECORDS CHECK AS A CONDITION OF EMPLOYMENT.
- XII. THIS APPLICATION WILL BE KEPT ON FILE FOR THREE YEARS FROM THE DATE RECEIVED. AFTER THREE YEARS CONTACT THE PERSONNEL OFFICE, IN WRITING, TO KEEP YOUR APPLICATION ACTIVE.

I certify that all statements made by me in this application are true, complete and correct to the best of my knowledge and that I am aware that any false statements or misrepresentations or omissions of the facts will be sufficient cause for dismissal. I understand that the Ashland Independent School District may want to verify the statements I have made in this application. I hereby give my permission for the Ashland Independent School District, either at this time or at any time during my employment, to request and review employment records from previous employers, court records and police records from any local, state or federal agency keeping such records. I also authorize on this application, from all previous employers and from persons listed as personal references.

Date _____ Signature of Applicant _____

Public Notice Nondiscrimination Policy:
Students, their parents, and employees of the Ashland Independent Schools are hereby notified this school district does not discriminate on the basis of race, color, national origin, age religion, marital status, sex, or handicap in employment, education programs, or activities as set forth in Title IX, Title VI, and Section 504. This district will not refuse to hire a disabled applicant who is capable of performing the essential requirements of the job with reasonable accommodations. Any person having inquiries concerning Ashland Independent school District's compliance with Title IX, Title VI, and Section 504 is directed to contact Steve Gilmore, Ashland Independent School District, 1820 Hickman Street, Ashland, Kentucky 41105-3000, phone number 606-327-2706, who has been designated by Ashland Independent School District to coordinate the district's efforts to comply with Title IX, Title VI, and Section 504.

**Please return this application to:
Ashland Independent School District
Personnel Office
1820 Hickman Street
P.O. Box 3000
Ashland, Kentucky 41105-3000**