

Completing the Franklin County Employment Application

The application for employment is a PDF form, which may be typed, hand written, or filled out online and printed. **All forms must be signed by hand.**

To fill out the form online in Adobe Acrobat Reader:

- Select the hand tool
- Position the pointer on a form line or inside a form box. The I-beam pointer allows you to type text. The arrow pointer allows you to select a button or check box. Press the Tab or use your mouse to move between form items.

When you have completed the form, press the Acrobat *Print* button to print the desired number of copies.

Submit completed, signed forms, three (3) letters of reference and all requested supporting documents as directed below. A resume is recommended, but not required.

Applications may scanned and emailed to achipman@franklin.k12.fl.us or faxed to 850-670-8579. Applications may also be mailed or delivered in person to:

Franklin County School Board
Attn: Human Resources
85 School Road
Eastpoint, FL 32328

Equal Opportunity Employer

If an accommodation is needed for disability, please notify the Human Resources Office.

Franklin County School District

Application for Employment

PLEASE NOTE: A complete application includes three (3) letters of reference and copies of any certification/licenses. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be considered. If you have no information to enter in a section, please write N/A. The Franklin County School District is an Equal Opportunity Employer and a Drug Free Workplace.

| PERSONAL INFORMATION | | | |
|--|--------------------------|---|---------------|
| Name (Last, First, MI) | | Email | |
| Mailing Address (Street) | | City, State, and Zip Code | |
| Length of residence in Franklin County | | Have you ever been bonded? _____ If so, by what company? _____ | |
| Preferred Phone Number | Alternative Phone Number | Date available to begin work? | |
| Are you over the age of 18 and legally eligible for employment in the United States? ___Yes ___No | | List all relatives or friends that work for FCSB | |
| Have you ever been convicted of a crime? If so, please describe (attach on a separate sheet of paper) | | Have you ever been employed with the FCSB? Position _____ Supervisor _____ | |
| If you hold a teaching certification please indicate below Certificate # _____ State _____ | | Are you retired? ___Yes ___No If yes, date retired: _____ | |
| Are you claiming Veteran's Preference? ___Yes ___No. If yes, attach a DD214 or comparable discharge, separation or current reserve documentation that indicates the character of service as honorable. | | | |
| List all skills or trainings obtained that are related to position desired | | | |
| List professional memberships, committee work, community and church activities, etc. | | | |
| RECORD OF EDUCATION | | | |
| Name of School or Institution | Course of Study | Degree or Diploma | Date Received |
| High School | | | |
| College | | | |
| Special | | | |
| Other | | | |
| <i>*All Teachers and Substitute Teachers must supply official transcripts to verify degree BEFORE receiving payment for years of college</i> | | | |
| INSTRUCTIONAL APPLICANTS ONLY | | | |
| Answer the following questions in your own handwriting and submit on a separate sheet of paper | | | |
| <ul style="list-style-type: none"> What elements do you perceive as fundamental to the educational process? What are your opinions as it relates to classroom behavior? | | | |
| List any extra-curricular/supplemental experience or training that you have | | | |

All information contained in the application is public record subject to disclosure under the provisions of Florida Statutes, Section 119.07, except as may be specifically excluded by this statute. Employment of personnel in Franklin County School District is in compliance with Federal and State Laws regarding nondiscrimination and preference. Any person who believes he/she may need reasonable accommodations during the application or interview process should notify the Human Resource Department @ 850-670-2810 extension 4128.

EMPLOYMENT HISTORY

Describe all work experience in detail, beginning with your current or most recent job. Include military service (indicate rank), internships and job-related volunteer work, if applicable. Indicate number of employees supervised. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, using the same format as on the application. All information in this section must be completed. Resumes may be attached to provide additional information. All former employers/supervisors may be contacted.

| From | To | Employer | Supervisor | Address and Phone Number | Position | Hours/Week | Reason For Leaving |
|------|----|----------|------------|--------------------------|----------|------------|--------------------|
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SUBSTANCE ABUSE AND FINGERPRINT POLICY

To prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance, the Franklin County School Board requires pre-employment screening examinations. By signing below it is understood that the Board is released from liability. Initial positive drug/alcohol results will require a Confirmation Test. If the Confirmation Test supports initial positive findings, these findings will be reviewed with the applicant and employment will be denied. Employment is contingent until all results being received and reviewed by Human Resources.

Persons who are to be recommended for employment and applicants who wish to substitute in a teaching, school food service, transportation, or custodial position are required to comply with the following:

- 1) Complete an application, indicating the position desired, (teachers must include subject area), attach three (3) letters of reference, provide documentation of education in the form of transcripts or certification to the Human Resources Department.
- 2) Schedule to have your fingerprints processed at the District Office by the Automated Fingerprint-based System. There is a nonrefundable fee of \$52.75, payable in advance with either Visa/Mastercard or money order made payable to Cogent Systems. You may register online and make payment by internet: <http://www.cogentid.com> or by calling 1-866-365-6767.
- 3) Present the Human Resources Department with \$35.00 (must be exact) or a money order made out to the Franklin County District Office for a drug screen form. You must present this form to any Quest Diagnostics Lab; test results will be forwarded to the HR Department.

The information provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of fact on the application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

I UNDERSTAND THAT SHOULD I FAIL THE PRE-EMPLOYMENT SCREENING OR BACKGROUND CHECK, I WILL NOT BE APPROVED FOR EMPLOYMENT IN THE DISTRICT.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE