



Jefferson County School District
An Equal Opportunity Employer

Position Desired:
Date:

Application for Employment

Please Note: Applicant must complete application entirely to be considered for position desired. If application is incomplete or does not clearly show experience and or training required, your application may not be considered.

Personal Information:

Name (last, first, MI)				Email:	
Mailing address(Street)			City, State, and Zip Code		
Preferred Phone number		Alternate Phone Number		Position Desired	
Are you over the age of 18 and legally eligible for employment in the united states?				Date available to begin work?	
Have you ever been convicted of a crime? If so, please describe in detail on page 6 .				Have you ever been employed with the JCSB? If so, please list position and supervisor?	
Do you hold a teacher certification? Certificate # _____ State _____				Are you retired? If yes, date retired _____	
Are you claiming veteran's preference? _____ If yes, please 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.:					

The Jefferson County School District does not discriminate on the basis of race, color, religion, gender, age, marital status, sexual orientation, disability, political or religious beliefs, natural or ethnic origin, or genetic information in its hiring or employment practices. Reasonable accommodations are available for qualified applicants with disabilities during the application and interview process. To request accommodations, please contact Jackie Pons, Equity Coordinator by phone at (850) 342-0100, or via e-mail at jpons@jeffersonschools.net

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Record of Education:

Name of school or institution	Course of Study	Degree or Diploma	Date Received
High School:			
College:			
Special:			
Other:			

**All Teachers and Substitute must submit official transcript to verify degrees before receiving payment for years of college*

Instructional Applicants Only:

What Elements do you perceive as fundamental to the educational process?

What are your opinion as it relates to classroom behavior?

List any extra-Curricular/ supplemental experience or training that you have?

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Employment History

Describe all work experience in detail, beginning with your current or most recent job. If applicable, please include military service, internships and job related volunteer work. Please complete all information in this section. Please attach resumes to provide additional information. All former & current employers may be contacted. If, needed please attach additional sheets.

Start & End Date:	Employer:	Supervisor:	Address & Phone #:	Position:	Reason for leaving:

References:

Name:	Phone Number:

Persons who are to be recommended for employment and applicants must comply with the following:

1. Complete application entirely and submit to the Jefferson County Schools District Office.
2. The District Office will contact you to schedule an appointment for your Preemployment Background Screening & Drug Screening once they have received your completed Authorization Form from a Jefferson County Schools Administrator.
 - There is a non-refundable fee of \$99.00 for a background screening
 - There is a non-refundable fee of \$52.50 for a drug screening
3. Test results will be forwarded to Jefferson County School District Office.

****Employment is contingent until all results are received and reviewed by the District Office****

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Security Background Check

The following questions must be answered truthfully. A “yes” answer to any of the following questions does not automatically disqualify you from employment. Your omission of any criminal history information including juvenile incidents will result in your immediate termination or immediate disqualification.

If you answer Yes to any of the following questions, you must explain fully on the next page provided. If you answer yes, to questions 12, 13, 14, or 15, you must give the name of state where the teaching certificate was revoked, suspended, sanctioned, denied or where the action is currently pending.

Note: pursuant to Florida Statutes 943.058 Criminal History Record expunction or sealing, persons to be employed in a position having direct contact with children must answer questions 4, 5, and 6. The school board of Jefferson county will receive information on all records, including juvenile, that have been sealed, expunged or where adjudication was withheld. To omit response or to be untruthful in your response, regardless of any previous information received from your attorney or the court, will be considered falsification of your application and will result in your being terminated. If you wish to seek counsel prior to completing this section, you may take this application with you.

Circle:		
YES	NO	1. Have you ever been convicted of an offense (Misdemeanor or Felony) other than a minor traffic violation? Driving under the influence (DUI) and driving while intoxicated (DWI) are not minor and must be reported.
YES	NO	2. Have you ever been found guilty of a criminal offense?
YES	NO	3. Have you ever entered nolo contender or no contest plea in a criminal proceeding?
YES	NO	4. Have you ever had a criminal record sealed?
YES	NO	5. Have you ever had a criminal record expunged?
YES	NO	6. Have you ever participated in any type of pre-trial intervention/ diversion program or adjudication withheld in a criminal offense?
YES	NO	7. Are there criminal charges currently pending against you?
YES	NO	8. Have you ever been imprisoned or jailed in a criminal proceeding?

YES	NO	9. Have you ever been placed on probation in a criminal proceeding?
YES	NO	10. Have you ever paid a fine in a criminal proceeding?
YES	NO	11. Have you ever failed to appear in court or forfeited bond in a criminal proceeding?

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YES	NO	12. Have you ever had a teaching certificate revoked or suspended? If yes, in what states and when
YES	NO	13. Have you ever had sanction placed on your teaching certificate for any reason?
YES	NO	14. Have you ever been denied a teaching certificate anywhere?
YES	NO	15. Is disciplinary action currently pending anywhere against your teaching certificate?

I certify that all the information in this application is true and correct to the best of my knowledge:

Signature_____

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Security Background Check Detailed Responses