

ST CLAIR COUNTY BOARD OF EDUCATION
410 Roy Drive, Ashville, AL 35953
205-594-7131 (Phone) 205-594-4441 (Fax)

The following items must be on file before the application will be processed and applicant given consideration for a position with the St. Clair County Board of Education.

- 1. Completed Application
- 2. Tuberculin Test (current)
- 3. Résumé
- 4. References (3 Letters of recommendation or Personal Reference Forms)
- 5. Copy of Driver's License
- 6. Copy of Social Security Card

ST CLAIR COUNTY BOARD OF EDUCATION
33205 US Highway 231, Ashville, AL 35953
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APPLICATION FOR EMPLOYMENT for NON-CERTIFIED/SUPPORT STAFF

PERSONAL INFORMATION:

Name (as it appears on your current social security card)

Social Security #

Street Address

City

State

Zip

Home Telephone Number

Cellular Telephone Number

EDUCATION:

Please check support positions for which you are interested and qualified:

- Secretarial/Office Worker
- Bookkeeper
- Lunchroom Worker
- Maintenance Staff
- Mechanic
- Mechanic's Helper

- Instructional Aide
- Lunchroom Manager
- Custodial Staff
- Bus Driver
- Nurse
- Other _____

WORK EXPERIENCE:

(Company/Address/Employment Dates/Type of Work)

MILITARY SERVICE:

Active Military Service/Total Military Time/Active Duty

Reserve Time

Branch of Service

Date of Entry

Date of Separation

Rank

OTHER:

Have you ever been arrested for, convicted of, or entered a plea of no contest to a felony or a misdemeanor other than a minor traffic violation? Yes No

If you answered yes, please provide details of convictions, including date and place of conviction, and submit court certified copies of the judgment, conviction and sentencing on a separate sheet and attach to this application.

REFERENCES (Each applicant must provide three (3) references):

References should be persons who are qualified to provide information as to your work experiences. References may be in the form of letters or the ***Personal Reference Form*** may be used.

The St. Clair County Board of Education is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, national origin, religion, sex, or handicap in educational programs or activities.

- Background Checks may be required if hired.
- Tuberculin test is required if hired.
- Anyone interested in applying for a support position must submit an application and a letter of interest for each position of interest.
- Résumés are encouraged.

Applicant's Signature

Date