

Ballard County Schools
3465 Paducah Road
Barlow, KY 42024
Phone: 270-665-8400 Fax: 270-665-9844

ADMINISTRATIVE APPLICATION FOR EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER

The Ballard County School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in employment, educational programs, or activities as set forth in Title IX, Title IV, Title VI, The Civil Rights Act of 1964, the Educational Amendments of 1972, and Section 504 of the Rehabilitation of the Handicapped Act.

Date of Application: _____

Position Desired: _____

Personal Information:

Respond to all items.

Name _____

Home Address _____ Telephone _____

City _____ State _____ Zip _____

Business Address _____ Telephone _____

City _____ State _____ Zip _____

E-mail _____

Cell Phone _____

Present Position:

Respond to each item. If you are unemployed list as such title. If you are currently employed in a public school position, list your current position, not the most recent school position and provide as complete data as possible.

Title _____ Since _____

Employing Institution _____ Telephone _____

Address _____

Total Pupils Enrolled in District: _____ and School(if principal) _____

Present Salary \$ _____ Length of Present Contract _____

Expiration Date of Contract _____ Date Available _____

Reason for leaving present position _____

Name of immediate supervisor _____ Title _____

Phone-Business _____ Phone-Residence _____

No employer will be contacted without prior notification of the candidate.

Experience:

List in consecutive order beginning with the next most recent position following the position listed in section two. Include both administrative and teaching experience. List the district size if you worked at the district level or school size if you worked at the school level and the number of individuals supervised for each position.

Dates	Position, Institution Location	Supervisor Name and Title	Supervisor's Phone
From:			(Business)
To:			(Home)
Reason for leaving (Please be specific):		Number of Students:	

Dates	Position, Institution Location	Supervisor Name and Title	Supervisor's Phone
From:			(Business)
To:			(Home)
Reason for leaving (Please be specific):		Number of Students:	

Dates	Position, Institution Location	Supervisor Name and Title	Supervisor's Phone
From:			(Business)
To:			(Home)
Reason for leaving (Please be specific):		Number of Students:	

Dates	Position, Institution Location	Supervisor Name and Title	Supervisor's Phone
From:			(Business)
To:			(Home)
Reason for leaving (Please be specific):		Number of Students:	

Dates	Position, Institution Location	Supervisor Name and Title	Supervisor's Phone
From:			(Business)
To:			(Home)
Reason for leaving (Please be specific):		Number of Students:	

Education:

List all graduate and undergraduate work and degrees earned.

Name of School	Date of Degree	Degree, or Hours	Major	Minor
Undergraduate Institutions				

Name of School	Date of Degree	Degree, or Hours	Major	Minor
Graduate Institutions				

References:

List the names of persons who are familiar with your character, work, personality and work habits. Feel free to attach a list of additional references.

Name	Official Position	Telephone (Business)	Telephone (Residence)

No reference will be contacted without prior notification of the candidate.

Background Check And Information:

In addition to the following information, a thorough background check will be required.

If additional space is needed, begin your explanation here and attach additional sheets and clearly identify as section six. Background Check and Information: A, B, C and D respectively.

“Yes” answers to the following questions will not necessarily result in denial of employment. The District will consider all of the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment.

- A. Have you ever been convicted of, admitted committing, plead no contest to, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? If you answer “Yes” you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

Yes ___ No ___

Explanation: _____

- B. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer “Yes” even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “Yes” you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

Yes ___ No ___

Explanation: _____

- C. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or Suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer “Yes” you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge or complaint.

Yes ___ No ___

Explanation: _____

