



20859 Central Ave. E., Rm G20
Blountstown, FL 32424

JOB APPLICATION FOR CERTIFIED PERSONNEL	
Date:	
I Certify that all the information in this application is accurate.	
Applicant's Signature:	
GENERAL INFORMATION	
First Name	
Middle Name	
Last Name	
Email Address	
Are you currently under contract with any Florida district?	
If yes, which district?	
Are you retired from a Florida State Administered Retirement System?	
If "Yes," the effective date of retirement was?	
When are you available to start work?	
ADDRESS	
Current Mailing Address	
Street	
City	
State	
Zip Code	
Primary Phone	
Work Telephone	
Cell Telephone	
Other Telephone	
EMPLOYEE PREFERENCES	
Are you interested in full time positions?	
Are you interested in part time positions?	
Are you interested in substitute teacher positions?	
What positions are you qualified for and wish to be considered?	
RECORD OF HIGH SCHOOL	
None <input type="checkbox"/>	
High School	
High School Address (City, State)	
Diploma: Yes or No	
GED: Yes or No	

RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION		None <input type="checkbox"/>
College		
Name of college		
Degree Awarded		
G.P.A.		
GPA Scale		
From Date:		To Date:
Date Degree Conferred		
Major		
Second Major		
Minor		
College		
Name of college		
Degree Awarded		
G.P.A.		
GPA Scale		
From Date:		To Date:
Date Degree Conferred		
Major		
Second Major		
Minor		
NON-COLLEGE EDUCATION CERTIFICATION FORM		None <input type="checkbox"/>
Certificate Title		
Certificate Status		
Certificate number:		
If expired, have you applied for a renewal?		
Do you have a current Florida Department of Education statement of eligibility?		
Validity Period of Certificate From:		To:
I hold the following Coverage(s) to this certificate:		
I hold the following endorsement(s) to this certificate:		
State issuing certificate		
Do you hold National Board Teacher Certification?		
If yes, please specify the subject area:		
STUDENT TEACHING/COUNSELING OR INTERNSHIP EXPERIENCE		None <input type="checkbox"/>
College or University		
School of internship		

Subjects/Grade Levels	
Name of Lead Teacher or Supervisor	
School Mailing Address	
School City, State, Zip	
School Telephone Number	
From Date:	To Date:
District	
CONTRACT TEACHING AND/OR ADMINISTRATIVE EXPERIENCES	
None <input type="checkbox"/>	
GENERAL EMPLOYMENT HISTORY	
Employer or School/Department	
Position	
Supervisor	
Address	
City, State, Zip	
Phone Number	
From Date:	To Date:
I am currently working in this position.	
Status: Full-time	Part-time
Briefly describe your duties and accomplishments.	
Reason for Leaving	
Employer or School/Department	
Position	
Supervisor	
Address	
City, State, Zip	
Phone Number	
From Date:	To Date:
I am currently working in this position.	
Status: Full-time	Part-time
Briefly describe your duties and accomplishments.	
Reason for Leaving	

Health and Safety-Please list those areas in which you are licensed.
Supplemental Positions including coaching/club interests:
Describe your actual coaching experience, including type of coaching position and time period.
List any special abilities, interests, community activities, high school and/or college activities which would enhance your opportunity for employment, including athletic coaching, student activities, unique or special achievements.
List any professional activities, including professional or honorary organizations, research studies, publications and/or presentations.
List any training programs where you have been trained as the trainer:
Please provide any additional job related information you wish to share.
REFERENCES/EMPLOYMENT VERIFICATIONS
Employer
Name
Street Address
City
State
Zip Code
Position/Title
Relationship to Candidate (i.e. Supervisor, peer, co-worker)
Work Phone Number
Mobile Phone Number

Home Phone Number
Email Address
Fax Number
Employer
Name
Street Address
City
State
Zip Code
Position/Title
Relationship to Candidate (i.e. Supervisor, peer, co-worker)
Work Phone Number
Mobile Phone Number
Home Phone Number
Email Address
Fax Number
Employer
Name
Street Address
City
State
Zip Code
Position/Title
Relationship to Candidate (i.e. Supervisor, peer, co-worker)
Work Phone Number
Mobile Phone Number
Home Phone Number
Email Address
Fax Number
Background Information - Answer Yes or No
Work Eligibility
*Are you a U.S. citizen or otherwise legally authorized to work in the U.S.?
*Federal immigration laws (Immigration Reform and Control Act of 1986) require employers to verify and attest to the employment eligibility of new employees to work in the United States. This requirement applies to all applicants. Are you legally authorized to work in the United States?
*Will you now, or in the future, require District sponsorship for employment (e.i. H-1B visa)?
*Are you able to perform the essential functions of the position for which you are applying, with or without reasonable accommodations?
*If you answer "yes" to any of the FOLLOWING questions, please use the box provided below to give a detailed explanation, including the date of the charge, the court action, and the address of the court involved. Please note that a "Yes" answer to these questions may not necessarily disqualify you from consideration for employment.

Have you ever: - Answer Yes or No	
*#1 Been dismissed from a position	
DETAILS	
*#2 Been asked to resign from a position?	
DETAILS	
*#3 Been refused continuing employment?	
DETAILS	
*#4 Been investigated for misconduct related to our employment?	
DETAILS	
*#5 Been convicted, pled guilty, or pled nolo contendere to a criminal offense, other than a minor traffic violation (this includes, but is not limited to a felony, gross misdemeanor, misdemeanor, DUI, etc.)?	
DETAILS	
*#6 Received probation, deferred judgment, or pre-trial intervention?	
DETAILS	
*#7 Been charged (even if no contest or charges dropped or pled down) for a crime?	
DETAILS	
*#8 Been convicted (even if no contest or charges dropped or pled down) for a crime?	
DETAILS	
*#9 Are you currently under investigation, or been named in an indictment, accusation, or special presentment of any offense, other than a minor traffic violation?	
DETAILS	
*#10 Have you ever had any arrest record sealed or expunged in which you were convicted, found guilty, had adjudication withheld, entered a pretrial diversion program, or pled guilty or nolo contendere (no contest) to a criminal offense other than a minor traffic violation (DUI is not a minor traffic violation.)	
DETAILS	
*#11 Are you under investigation, or have you been charged with any violation of the Florida Code of Ethics for Education or any similar professional inquiry in any other state?	
DETAILS	
*#12 Been named by a state agency responsible for child welfare as a perpetrator in an indicated report of child abuse or neglect?	
DETAILS	
*#13 Had a report of child abuse or sexual activities involving a K-12 student or minor filed against you	
DETAILS	
*#14 Have you ever been arrested and/or convicted, found guilty, had adjudication withheld, or entered a plea of nolo contendere (no contest) to a crime other than a minor traffic violation? (DUI is NOT a minor traffic violation) Florida Law requires a YES or NO answer. Any record that has NOT been SEALED or EXPUNGED must be reported in this section.	
DETAILS	
* #15 Have you ever had a professional certificate, credential or license (of any kind) revoked or suspended, or have you been placed on probationary status for any alleged misconduct or alleged violation of professional standards or conduct. Are there any pending adverse actions against you?	
* DETAILS	

* #16 Have you ever been denied a professional license for which you applied or granted a professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?	
* DETAILS	
* #17 Have you surrendered a professional license of any kind before its expiration?	
DETAILS	
* #18 Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?	
DETAILS	
* #19 Have you ever failed to complete a contract for educational services in any educational or school related position?	
* #20 Have you ever been placed on leave by your employer or left such employment prior to the end of the contract term due to any reason other than the Family Medical Leave Act or a physical or mental disability?	
DETAILS	
* #21 Have you ever had a contract non-renewed, non-extended or been dismissed from employment?	
DETAILS	
* #22 Have you ever resigned in lieu of contract non-renewal, non-extension, or termination of employment?	
DETAILS	
VOLUNTARY INFORMATION	
Gender	
Ethnic Background	

VERIFICATION AND AUTHORIZATIONS

I understand that, if hired, all new employees are required to be fingerprinted and may be responsible for a processing fee. Details will be provided by the school district at the point you are offered a position.

I hereby certify that all information provided by me on this employment application and all other information provided by me in the course of applying for employment with the Calhoun County School District is truthful, accurate, and complete. I understand that if any information provided by me on this employment application or any other information provided by me in the course of applying for employment is found to be false, untruthful, misleading, or incomplete that such will cause for immediate rejection of my application for employment. I further understand that if I am hired as an employee at any time thereafter it is discovered that any information provided by me on this employment application or any other information provided by me in the course of applying for employment is found to be false, untruthful, misleading, or incomplete, that shall be sufficient cause for disqualification or dismissal from employment.

I understand that, the Calhoun County School District is requesting my social security number for the following specific purposes: to process and report wages pursuant to the Social Security Administration Act; to report income pursuant to the Federal Department of Internal Revenue Service; to initiate and process applicant or employee background checks to include consumer reports, educational institutions, government agencies, companies, corporations, and credit reporting agencies in compliance with the Fair Credit Reporting, for Drug Screening Test Identification; and to process your employment benefits/retirement.

I hereby authorize any and all organizations, including but not limited to my current or previous employers, educational institutions, etc., their employees, representatives, and agents to provide any and all information regarding my employment or education to the district, its employees, representatives, and agents requesting such information. In addition to authorizing the release of any information regarding my employment or education, I hereby fully waive any rights or claims I have against said organizations, its employees, representatives, and agents from any and all liability claims or damages that may directly or indirectly result from the use disclosure, release or omission of any such information by any person or party whether such information is favorable or unfavorable to me. A photocopy of this release will be valid as an original even though the photocopy does not contain an original writing of my signature

I hereby authorize the Calhoun County School District to obtain information relating to my current and previous employment, education, personal history records and criminal history records, including the submission of my fingerprints to the Florida Department of Law Enforcement and the Federal Bureau of Investigation for reports on my criminal history. I agree to release the district, its employees, representatives, and agents from any and all liability claims or damages for the obtaining and use of information obtained from these sources or developed as a result of contacting these sources. I understand that inappropriate release of non-Florida criminal history information is prohibited under pertinent federal regulations (28 C.F.R., Part 20).

Furthermore, I understand and agree that:

- It is my duty to update and notify the district of any changes to the information when such changes occur.
- If any part of this application is unclear to me, I will ask the Human Resources staff to explain it.
- After a conditional offer of employment, I may be required to pay the cost of all post-offer employment processing which may include: physical examinations, drug/alcohol screening and fingerprinting.
- Before my employment becomes effective or compensation is possible, a valid Florida license or a proof of eligibility appropriate to my assignment must be filed in the District's Human Resources Division.
- If offered a position by the district, I will provide evidence of my right to work as required by the Immigration and Naturalization Service.
- I understand that my application will be purged one year from the date that my application is accepted as complete.
- I am aware that an official offer of employment may not be made by a Principal/Supervisor until I have submitted a complete application, required documents, and my application has been successfully screened by the School Board of the appropriate district.

I understand that, if employed in a position which requires driving as one of my responsibilities, it is my duty to immediately advise my department head in writing of all traffic accidents and/or driving violations citations I receive. Furthermore, it is my duty to immediately advise my department head in writing of changes in my health condition which might pose a direct threat of harm to my own health or safety, as well as to the health or safety of others. Failure to comply is just cause for termination.

- The Calhoun County School District has a vital interest in maintaining safe, healthful and efficient working conditions for its students, the public and vehicle operators. Using or being under the influence of alcohol and/or drugs on the job may pose serious safety and health risks not only for the user, but to all those who come in contact with the user. The possession, use or sale of alcohol or an illegal drug poses unacceptable risks to safe, healthful, and efficient operations.
- To meet this compelling interest, and in compliance with the Department of Transportation's Alcohol and drug Testing Requirements (49 CFR Part 382), CDL drivers who wish to be considered for employment must agree to submit to pre-employment alcohol and drug testing.
- I understand and agree to submit to pre-employment alcohol and drug testing as provided for in the District's Alcohol and Drug Testing School Board Policy 2.02.2, 4., 5.
- Any CDL driver applicant who is unwilling to agree to these conditions should not apply for employment with the District. A positive drug and/or alcohol test, or a refusal to test, will result in a withdrawal of an offer of employment, if an offer has been made.