ROWAN COUNTY BOARD OF EDUCATION

415 W. Sun St.

Morehead, KY 40351

Telephone (606) 784-8928 Fax (606) 783-1011

Position	Desired					Date	
Preferred	l School or Office	e					
Name				Social S	ecurity Nu	mber	
Street Ac	ldress						
City				State		Zip C	ode
Telephor	ne Number			Email A	Address		
□ Yes	nave relative(s) p No If ship	yes, please	identify		-		
	u ever been conv ate nature of offe						
	ction record will no ed purposes and or					mation will be	e used only for
The Ro	owan County Sch origin, se		ct does not di. disability or a			•	olor, national
All f	JOBS F full-time position	s require h	CH YOU W high school di obtaining a G	iploma, G.I	E.D or evi	-	
	Bus Driver	Bu	s Monitor	Cool Cool	k/Baker	Cust	odian
	Maintenance Tea	° cher Aide*		e Aide	P	Secretary	Ş
	Other					1	(see below)
_					ahaal dinl	omo or C F	D vou
	<u>Teacher Aide Re</u> must have one o			-	-	oma or G.E	. D. , you
	\Box 64 college cr		0			cript)	

Given Section Contract Contra

<u>Please place my name on the substitute list for:</u>

(all substitute positions also require a background check)

Bus Driver	-	Bus Monitor	,	P	Cook/Baker

EDUCATION RECORD

High School

(New hires must supply documentation of at least a high school diploma, a GED certificate or evidence of working toward obtaining a GED certificate.)

Name

Address

Degree/Diploma

Years

College

(List universities attended, hours completed or degree earned. <u>Attach copy of transcript.</u>)

Other

(Attach any applicable certificates/official documentation.)

EMPLOYMENT RECORD

(Show Most Recent Employment First)

EMPLOYER NAME				
Address				
	Position			
Salary	_Reason for Leaving			
May we contact your employer	?If so, what is the phone number?			
Period Employed	Position			
SalaryReason for Leaving				
May we contact your employer	?If so, what is the phone number?			

Address				
Period Employed	Position			
Salary	_Reason for Leaving			
May we contact your employer	?If so, what is the phone number?			

ALL EMPLOYEES WILL BE REQUIRED TO HAVE A PHYSICAL ON FILE

OFFICE SKILLS

Please check any of the following secretarial skills in which you are proficient.

 Keyboarding (WPM)

 Shorthand (WPM)

 Word Processing

 Other

_____Record Keeping ____Office Accounting ____Computer Programs (List Below)

List office machines you can operate:

HOBBIES/SPECIAL INTERESTS

Please list your hobbies or special interests:

REFERENCES

(Please List Three)

	Name	Address	<u>Phone</u>
1			
2.			
3.			

The following information is <u>STRICTLY VOLUNTARY</u>. The information is used ONLY for statistical purposes.

RACE/ETHNIC ORIGIN

White/Caucasian
 American Indian/Alaskan Native
 Asian/Pacific Islander

I UNDERSTAND THAT STATE LAW REQUIRES A CRIMINAL RECORD CHECK AS A CONDITION FOR EMPLOYMENT. I understand that my application is the property of the Rowan County Board of Education and if my application is not updated within a period of three years from the date it was submitted, it will be discarded from the files of the Rowan County Board of Education.

Signature

Date

REQUIREMENTS FOR BUS DRIVER

Bus Driver

Thank you for applying for a bus driver position for Rowan County Schools. Bus drivers are an intricate link in the success of our school's education system, and we believe you will appreciate the high standards we seek in our bus drivers. No one shall be employed to drive a school bus who does not have a clean five- year-driving history, is not in good physical and mental health, or who has a communicable or contagious disease and who does not possess all his/her limbs. HE/SHE SHALL HAVE NORMAL USE OF BOTH EYES, BOTH HANDS, BOTH FEET, AND BOTH EARS. Each driver must present a health certificate each year concerning his/her physical condition. The certificate must be signed by a doctor or local health officer.

Because of the vast differences between operating an automobile and a regular school bus loaded with students, the driver shall satisfy the employing authority of his/her ability to drive a school bus. This may be done by filing with the board evidence of his/her driving experience.

The driver shall be required to keep CLEAN AND NEAT while operating a school bus.

A copy of the high school diploma or GED is to be filed with the central office.

The driver shall be required to complete eighteen hours of classroom training plus driving time by a Kentucky certified instructor and obtain a Class B Commercial Drivers License with airbrake and passenger endorsement prior to employment.

No personnel shall be employed or kept in service as a driver of a school bus who uses intoxicating liquors or drugs. He/she shall not use tobacco while in the bus or on the school grounds, and he/she shall refrain from the use of profane and indecent language.

The bus must be kept CLEAN.

BUS DRIVER AUTHORIZATION FORM

I,_______, hereby authorize the Transportation Cabinet, Division of Driver Licensing, to release a five-year driving history as prescribed and defined by 702 KAR 5:080, Section (2). This information shall be released to Rowan County Board of Education, 415 W. Sun Street, Morehead, KY 40351. The said information shall be used for consideration in determining if I qualify for employment in the Rowan County School District.

Signature