

WARREN COUNTY SCHOOLS

*Post Office Box 110
109 Cousin Lucy's Lane
Warrenton, North Carolina 27589*

Phone #: (252) 257-3184

Fax #: (252) 257-1125

APPLICATION FOR NON-CERTIFIED EMPLOYMENT

*Warren County Schools is an affirmative action employer
and does not discriminate by making employment decisions
based on either race, religious creed, national origin,
ancestry, physical handicap, sex, or age.*

Position(s) applying for _____ Date: _____

1. GENERAL INFORMATION

NAME: _____
(LAST) (FIRST) (MIDDLE/MAIDEN)

ADDRESS: _____
(STREET/ROUTE/P.O. BOX)

(CITY) (STATE) (ZIP) (_____) TELEPHONE NUMBER

Social Security No. _____

2. EDUCATIONAL BACKGROUND: List high school, college, university or other training in chronological order.

INSTITUTION	DATES ATTENDED		MAJOR	TYPE OF DEGREE	DATE RECEIVED
	FROM	TO			

3. WORK EXPERIENCE: Beginning with present or most recent employment.

KIND OF WORK	DATES	EMPLOYER	ADDRESS

List your job related skills: _____

Reason for leaving present employment: _____

Please provide present and/or past Principal and/or Supervisor:

Name: _____ Title: _____

Telephone Number: _____

When could you begin work? _____

Monthly salary which you would expect: _____

4. REFERENCES

NAME	POSITION	COMPLETE ADDRESS	PHONE #
			()
			()
			()

5. ADDITIONAL INFORMATION

1. Have you ever been convicted of a violation of any law or ordinance or convicted of any crime or misdemeanor other than a minor traffic violation?

_____ Yes _____ No If yes, provide details. _____

If no, please write in your own handwriting the following statement:

"I, (Insert your name), have never been convicted of a violation of any law or ordinance or convicted of any crime or misdemeanor other than a minor traffic violation."

Signature

READ CAREFULLY BEFORE SIGNING:

I certify that the information supplied in this application is true and correct.

Signature _____ Date: _____

(Falsification of any part of this application shall be cause for rejection of application or dismissal.)

I, _____, in consideration for employment with Warren County Schools, do hereby expressly authorize the Warren County Board of Education through its designated agent to contact references, verify my record of employment, and investigate my criminal history. I understand that this information is to be used for hiring purposes only and that any unauthorized use of this information is a violation of the Privacy Act of 1974.

Signature

Date

OFFICE USE ONLY

Date of Interview _____	Offer _____	Valid to _____
Interviewed by _____	Salary Class _____	Step _____
Request papers _____	Salary Amount _____	
Papers Received _____		

Instructions: _____

Date of interview for substitute position: _____
Interviewed by: _____