



JESSAMINE COUNTY SCHOOLS

871 Wilmore Road • Nicholasville, KY 40356 • (859) 885-4179
FAX • Superintendent's Office (859) 887-4811
FAX • Finance/Payroll Offices (859) 885-4204
FAX • Human Resources/Student Services Offices (859) 885-5790
www.jessamine.kyschools.us

Dear Applicant:

Thank you for expressing an interest in a support staff position with Jessamine County Schools. Your application will be filed in this office and remain active for one year. When openings occur, our active file is examined, applicants screened, and interviews are scheduled with our school principals or other supervisors. In order to be considered for a position, the following items need to be completed and received by our Human Resources department:

1. The completed *Application for Employment*.
2. The signed *Criminal Conviction Statement*.
3. Evidence of your graduation from high school or GED certification. (There are no exceptions to this minimum educational requirement.)
4. For Instructional Assistant positions, proof of one of the following:
 - Associate Degree or Higher
 - Two years of full-time college study
 - Kentucky Para-educator Assessment

Other supporting documents such as letters of recommendation, and/or a résumé are welcome. **Please understand that this office will not pursue the obtaining recommendations or other information beyond the actual documents submitted with your application.** You are responsible for making requests for any supporting documents and for seeing to it that those documents are forwarded to this office. All applications are carefully read, and it is to your advantage to supply as much information concerning your qualifications as you can.

STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND HAVE A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE EMPLOYEE IS CLEAR TO HIRE BASED ON NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES AS A CONDITION OF EMPLOYMENT. The cost for the background checks, including fingerprinting, is \$32.00, and is payable by Money Order only. (Make money order payable to Jessamine County Schools). The cost for the Cabinet for Child and Family Services Central Registry Check is \$10 and is payable by check or money order (Make payable to Kentucky State Treasurer).



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Jessamine County is located a few miles south of Lexington, Kentucky, and is one of the fastest growing areas in the Commonwealth. The school system serves approximately 8000 students in grades pre-K through 12, and presently employs a support staff of more than 600. Again, thank you for your interest in our system; best wishes to you in securing employment.

Sincerely,

Richard Glenn Harden
Senior Human Resources Consultant



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APPLICATION FOR EMPLOYMENT Support Staff Positions

Date

Name: Social Security #
Last First Middle

Address:
Street City State/Zip

Phone:

Position(s) Applying For:

I wish to work: Full-Time Part-Time Substitute Temporary

I am willing to work: Days Evenings Nights Any Shift

On what date would you be available for work?

Have you ever been employed with *Jessamine County Schools* before If yes, when
and in what position?

Are you related to the school *Superintendent* or to any local school *Board* member?

If yes, to whom are you related and what is the relationship?

EDUCATION AND TRAINING:

Date and Place of GED Certification:

High School Attended: Graduation Date:



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College Attended: Graduation Date:

Type of College Degree/Major:

Other Education or Training:

Degree or Certification Attained:

National Career Readiness Certification Yes No (If yes, please provide copy of certificate)

EMPLOYMENT EXPERIENCE:

Present or Most Recent Employer:

Address:

Position Held: From: To:

Supervisor's Name: Reasons for Leaving:

Second Most Recent Employer:

Address:

Position Held: From: To:

Supervisor's Name: Reasons for Leaving:

Third Most Recent Employer:

Address:

Position Held: From: To:

Supervisor's Name: Reasons for Leaving:

Please explain any gaps in your employment experiences:



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Have you ever been dismissed from a position?

Have you ever been asked to resign from a position?

Have you ever resigned from a position rather than being dismissed?

Have you ever resigned rather than face disciplinary action and/or nonrenewal by an employer?

Have you ever been disciplined for any reason which resulted in suspension from work (with or without pay)?

Details to YES answers:

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize any job-related skills or qualifications acquired from your employment or other experiences. Please be specific:



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REFERENCES:

Give name, address and telephone number of three references who are not related to you and who know your work well:

- 1.
- 2.
- 3.

ADDITIONAL INFORMATION:

Please provide any additional information, which would be helpful in reviewing your application:

Kentucky law (KRS 160.380) requires each applicant to identify the states in which he or she has maintained residency, including the dates of residency:

State of Residence / Dates of Residency

/
/
/

Kentucky law (KRS 160.380) also requires each applicant to provide a picture identification. Please attach a **PICTURE IDENTIFICATION** to this application:



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APPLICANT'S STATEMENT:

I understand that my filling out this application does not imply any promise of my employment with *Jessamine County Schools*. I further understand that, if employed, I would be required to abide by all rules and regulations of the employer.

I certify that the information on this *Application for Employment* is true and correct to the best of my knowledge. I understand that the falsification of any information on this application or other employment documents would be grounds for *Jessamine County Schools* to refuse to hire me or to terminate my employment should such falsification be discovered after I am employed.

Should I be employed by *Jessamine County Schools*, I will be able to show proof of my legal right to work in the United States as required by the Immigration Reform and Control Act of 1986.

I understand that as part of the employment process I will be required to undergo a state and national criminal history background check, including fingerprinting.

I authorize *Jessamine County Schools* to investigate my previous employment and to make such other investigations as may be deemed necessary. I release *Jessamine County Schools* and my current and previous employers from all liability resulting from such information.

I understand that I may request accommodation if I am currently disabled or become disabled.

Signature: Date:

By clicking this box, I acknowledge that the above typed name shall act as my signature.



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CRIMINAL CONVICTIONS STATEMENT

All applicants must sign, date and return this statement in order to be considered for employment. **Falsification of this statement or any other application documents or employee records will be grounds for rejection of your application, or if employed, will be grounds for immediate termination of your employment.**

In addition, if you are elected to a position with Jessamine County Schools, STATE LAW REQUIRES NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECKS AS A CONDITION OF EMPLOYMENT. The cost for these background checks, including fingerprinting, is \$34.00.

I CERTIFY THAT **DURING MY LIFETIME** I HAVE HAD THE FOLLOWING CRIMINAL CONVICTIONS (For example, include DUI, Shoplifting, Possession of Marijuana, or any other criminal conviction):

NONE (Check here if you have had no convictions)

List convictions below:

I CURRENTLY HAVE PENDING CRIMINAL CHARGES AS FOLLOWS:

NONE (Check here if you have no pending charges)

List charges below:

Signature of Applicant:

Date:

By clicking this box, I acknowledge that the above typed name shall act as my signature.



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IMPORTANT NOTICE

To: Jessamine County School System Applicants
From: Richard Glenn Harden; Senior HR Consultant
Re: **HARASSMENT/DISCRIMINATION**

This memorandum serves as a notice to all applicants and potential employees of the prohibitions against harassment or discrimination outlined in Board policies 03.162 or 03.262. These policies prohibit harassment or discrimination due to an individual's race, color, national origin, age, religion, sex or disability. Conduct or actions that could be considered a violation of these policies include: using derogatory nicknames, slurs, demeaning stories, jokes, pictures or objects that are offensive and relate to any of the protected categories. The policies also prohibit unwanted touching, sexual advances, requests for sexual favors, spreading sexual rumors, and being subjected to unwelcome sexual remarks in the context of the workplace. (Acts of harassment or discrimination based on sex may be committed by persons of the same or opposite sex.)

Failure of any teacher, immediate supervisor, principal, administrator, superintendent or other employee to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action. Retaliation against an employee who files a complaint is also prohibited.