

ORANGEBURG COUNTY CONSOLIDATED SCHOOL DISTRICT 3

Office of Personnel
P.O. Box 98
Holly Hill, SC 29059

Phone (803) 496-3288
FAX (803) 496-5850

Application for Classified Personnel

Section I – Position Desired

CLERICAL

- Secretary
- Bookkeeper
- Clerk

PARAPROFESSIONAL

- Regular Classroom
- Special Education
- Media

TECHNOLOGY

- Technician
- Tech Specialist

ADMINISTRATOR

- Business Services
- Technology
- Transportation
- Food Service

FOOD SERVICE

- Food Service Operator

OPERATIONS

- Custodian
- Maintenance
- Grounds

TRANSPORTATION

- Bus Driver

NURSE

- RN
- LPN

OTHER

All applicants must complete this application form. The accuracy and completeness with which this form is filled out will be factors in the consideration of this application.

This application will be retained in our active files for one (1) year. A written request is necessary in order to maintain this application in an active status after one (1) year.

OFFICIAL USE ONLY

Date Application Received: _____

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> References (3) <input type="checkbox"/> Proof of Education <input type="checkbox"/> Social Security Card <input type="checkbox"/> Driver's License | <ul style="list-style-type: none"> <input type="checkbox"/> Criminal Records Check <input type="checkbox"/> Tuberculin Skin Test <input type="checkbox"/> Sick Leave Verification <input type="checkbox"/> Application Process Completed |
|--|--|

General Information

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Telephone: _____

Permanent Address: _____
Street City State Zip

Work: () _____

Date: _____ **Date of Birth:** _____

Social Security No.: _____

Section II – Educational Training

A transcript from each college attended is required to complete application.

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Undergraduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section III – Other Training

Indicate any foreign languages you can speak, read and/or write: _____

Are you able to communicate using sign language? _____

Section IV – Employment Record

Beginning with current position, list the last ten (10) years of work experience.

Dates	Grade/Subject or Position	Name and Address of Employer	Name of Immediate Supervisor	Reason for Leaving

What training or experience have you had that would qualify you for the position you seek? _____

If information necessary to process this application is located under a different name, please indicate such name(s). _____

Section V – Other Information

1. Have you ever been terminated or failed to be rehired in any position? _____ If yes, give reason provided to you by employer.

2. Have you ever been convicted of or pled guilty to a crime? _____. If yes, please give details. _____

Section VI

In your own words, describe the contribution you feel you can make to this school district. (Use additional paper if needed.)

Section VII - References

Persons listed as references should be able to answer questions concerning the applicant's qualifications for the position sought. The most recent or former employer(s), supervisor(s), and other appropriate persons who have direct knowledge of the applicant's work must be included. Relatives should not be included.

Please list references. Complete addresses are required, including zip codes.

Please print or type.

1.					
	Name	Title	Telephone:	Business	Home
	Street	City	State	Zip	
2.					
	Name	Title	Telephone:	Business	Home
	Street	City	State	Zip	
3.					
	Name	Title	Telephone:	Business	Home
	Street	City	State	Zip	

Section VIII - Signature Statement

ORANGEBURG CONSOLIDATED SCHOOL DISTRICT THREE CRIMINAL RECORDS CHECK CONSENT FORM

Orangeburg County Consolidated School District Three will obtain a criminal records report as part of the District's pre-employment background investigation of your application. This report must be received before you may be further considered for employment with the District. The District will maintain the report in confidence. By your signature below, you authorize the District to obtain this report. Orangeburg County Consolidated School District Three may consider any conviction which appears on that report as justification to not extend an offer of employment when the District determines that the nature of the offense which led to the conviction renders you an unsuitable applicant for the position for which you have applied. The District generally will not consider any convictions which have been annulled or expunged in determining whether to extend an offer of employment.

By completing an application for employment with Orangeburg County Consolidated School District Three, if I am offered a position and accept that position, I agree to abide by all policies as set forth by the Orangeburg County Consolidated School District Three Board of Education. By my signature, I authorize representatives of Orangeburg County Consolidated School District Three to fully investigate all of the information as set forth in this application, and I understand that District representatives may contact my references, my previous employers, my schools attended, court officials, and law enforcement authorities. I also understand that if I have provided any inaccurate information, or omitted any information, from this application, that may be the basis for the District not to make an offer to me, or, if I am already employed when the misstatement or omission is discovered, to immediately terminate my employment.

APPLICANT'S SIGNATURE _____ SS # _____ DATE _____

The Orangeburg County Consolidated School District Three Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of race, color, sex, religion, creed, national origin, age, or disability.