

APPLICATION FOR EMPLOYMENT  
**COMMUNITY SCHOOLS OF CATAWBA COUNTY**

605 N. Ashe Ave  
 Newton, North Carolina 28658  
 (828) 464-9355 (828) 466-0063(fax)

**Personal Information**

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security \_\_\_\_\_

Address \_\_\_\_\_

Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ (optional)

Referred By \_\_\_\_\_

**Employment Desired with Community Schools**

Position \_\_\_\_\_ School Area Preferred \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we contact your employer? \_\_\_\_\_

Have you ever worked for Community Schools? \_\_\_\_\_ When? \_\_\_\_\_

Have you ever been convicted of any violation of the law other than a minor traffic ticket? \_\_\_\_\_

Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse or rape of a child? \_\_\_\_\_

Do you have any physical, mental, or medical impairment or disability that requires special accommodations or would limit your ability to perform the job applied for? \_\_\_\_\_

**Education**

	Name & Location of School	Highest Grade				or	Did you		Dates Attended
		Degree Receive					Graduate?		
		1	2	3	4		Yes	No	
High School							Yes	No	
Trade or Technical School							Yes	No	
College or University							Yes	No	

**Employment Experience**

List your last three employers, starting with your most current

Date/Month/Year	Name & Address of Employer	Position	Reason for Leaving

**Skills and Qualifications  
For Working With Community Schools**

1. Do you have experience working with children? Explain.

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**2. Special Qualifications**

CPR Training	Water Safety Training
First Aid	Child Care Credentials
CDL or School Bus License	

3. Would you be willing to work with handicapped Children? \_\_\_\_\_

4. Check the activities that you are qualified to direct or help with:

Arts and Crafts	Music	Basketball
Drawing & Painting	Dance	Baseball/Softball
Homework	Sign Language	Football
Playground Games	Foreign Language	Soccer
Other Special Talents (ie: knitting, crochet, woodworking, photography)		

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5. References: Below, list the names of three persons not related to you, who have supervised your work that we may contact. You need to have known these persons at least one year .

Name	Address (Include City, State, Phone #)	Business	Yrs. Acquainted
1			
2			
3			

It is mandatory for all new employees to be tested for drug and substance abuse prior to employment. Employees will be responsible for payment of initial drug screening.

I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Community Schools of Catawba County does not discriminate against any applicant or employee because of race, creed, religion, national origin, sex, age, or handicap, unless the handicap to some degree, prevents the applicant from performing the duties required by employment sought.

**DO NOT WRITE BELOW THIS LINE**

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Application Received On \_\_\_\_\_ Interviewed By \_\_\_\_\_

Date Hired \_\_\_\_\_ School \_\_\_\_\_ Position \_\_\_\_\_ Salary \_\_\_\_\_