



1230 North Main Street
Waynesville, North Carolina 28786
828-456-2400 Fax 828-456-2438

Human Resource Office
Carol Douglas, Director
Sharon Blankenship, Licensure Specialist
Suzanne Ames, Assistant

Dear Applicant:

We are pleased that you are interested in employment in the Haywood County School System. The following information will acquaint you with our employment procedures. If you would like additional information, please telephone the Human Resource Office at 828-456-2400.

Please complete and return the official application to the Human Resource Office. Applications are accepted at all times and remain on file for one year. If you want your application to remain on file after one year, you must furnish this office with three new references and updated work information. You will not be considered for employment without a completed application in the active file.

To be complete, the following information must be on file:

1. Application
2. **Teacher Assistant** applicants must submit transcript of Associate Degree or at least 48 semester hours of college course.
3. **Substitute Teacher** applicants must submit proof of high school graduation and attend a Substitute Teacher Orientation.
4. **Cafeteria** applicants must submit results of a recent TB skin test.
5. All applicants must submit three **current** references - Forms are in application packet. **This is the applicant's responsibility.** We do not mail reference forms from this office.

Again thank you for your interest in our system. I look forward to receiving your application.

Sincerely,

Carol Douglas
Human Resource Director





SUPPORT APPLICATION



Please complete this application in your own handwriting and submit to:

*Haywood County Schools
Human Resource Office
1230 North Main St.
Waynesville, NC 28786
Phone: 828-456-2400*

GENERAL INFORMATION

NAME:				
First	Middle/Maiden	Last	Nickname	
ADDRESS:				
Mailing Address		City	State	Zip
PHONE:				
Home		Cell	Office	
SOCIAL SECURITY NUMBER:				

CHECK POSITION FOR WHICH YOU ARE APPLYING

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Secretary/Clerical | <input type="checkbox"/> Teacher Assistant | <input type="checkbox"/> Bus Monitor |
| <input type="checkbox"/> Substitute Teacher | <input type="checkbox"/> After School Care | <input type="checkbox"/> Bus Driver |
| <input type="checkbox"/> Custodian | <input type="checkbox"/> Garage Mechanic | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> AV/Computer Technician | <input type="checkbox"/> Other: | |

MAINTENANCE (Check area of skills)

- | | | |
|---|------------------------------------|----------------------------------|
| <input type="checkbox"/> Electrician | <input type="checkbox"/> Painter | <input type="checkbox"/> Plumber |
| <input type="checkbox"/> Utility Worker | <input type="checkbox"/> Carpenter | <input type="checkbox"/> Mower |
| <input type="checkbox"/> Other: | | |

An Equal Opportunity Employer

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

EDUCATION

Teacher Assistant applicants must submit transcript of Associate Degree or at least 48 semester hours of college courses.

Name of Institution	Dates Attended	Major/Degrees
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High School

College/University

Other

EXPERIENCE (List all experience with the most recent first)

Dates of Employment	Employer	Title	Address	Supervisor / Phone #
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PROFESSIONAL REFERENCES

A minimum of three professional references is required before consideration can be given to your application. It is your responsibility to see that these references are forwarded to our office. **Do not list relatives.**

Name	Position	Address	Phone #
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I hereby waive the right to see the above recommendations.

Signature

FOR SUBSTITUTE TEACHER, CAFETERIA, AND BUS DRIVER APPLICANTS

Grade Levels you feel qualified to teach:

Are you willing to teach all subject areas? Yes No

If no, please list those subject areas you feel qualified to teach:

Are you willing to substitute in any school? Yes No

If no, please circle the schools in which you would be willing to substitute.

<u>Elementary</u>		<u>Middle</u>	<u>High School</u>
Bethel	Jonathan Valley	Bethel	Pisgah
Central	Junaluska	Canton	Tuscola
Clyde	Meadowbrook	Waynesville	Central Haywood
Hazelwood	North Canton		Haywood Early College
Riverbend			

Substitute Teacher applicants must submit proof of high school graduation and attend a Substitute Teacher Orientation.

Cafeteria applicants must submit results of a recent TB skin test with application.

FOR SECRETARIAL/CLERICAL APPLICANTS

Do you type? Yes No WPM: Years of Experience:

Experience with computer programs:

List below any office equipment with which you have had experience operating:

Type of Equipment	Years of Experience

HAYWOOD COUNTY SCHOOLS

Human Resource Office
1230 North Main Street
Waynesville, NC 28786

To: _____

Applicant's Name: _____ Position Applied For: _____

Directions: The above applicant has applied for a position with the Haywood County Schools. Your candid evaluation of this person as an applicant will be appreciated and your assistance will be treated with strict confidence.

Table with 5 columns: Item, Low, High, and Comments. Section I: Professional Attributes/Abilities. Items include Job Knowledge, Intelligence/Mental Alertness, Organizational Skills/Planning Skills, Mission/Goal Orientation, Communications Skills/Effective Language Habits, Judgment, Potential for Development, Experience, and Methodology/Techniques (Application of Knowledge).

Table with 5 columns: Item, Low, High, and Comments. Section II: Character Traits. Items include Work Ethic, Self-Reliance/Confidence, Stability/Maturity, Leadership, and Adaptability/Resourcefulness.

Table with 5 columns: Item, Low, High, and Comments. Section III: Personal Characteristics. Items include Flexibility, Poise/Appearance/Voice, Motivation, and Vitality/Enthusiasm.

IV. Overall Rating for Position 1 2 3 4 5

Applicant's Strong Points: _____

Applicant's Weak Points: _____

In what capacity did you know this applicant? _____

Recommendation to (Re)Employ ___ Yes ___ No

Signature

Name and Position (Please Print)

Date Phone Number

HAYWOOD COUNTY SCHOOLS

Human Resource Office

1230 North Main Street

Waynesville, NC 28786

To: _____

Applicant's Name: _____ Position Applied For: _____

Directions: The above applicant has applied for a position with the Haywood County Schools. Your candid evaluation of this person as an applicant will be appreciated and your assistance will be treated with strict confidence.

		Low			High		
I. Professional Attributes/Abilities							Comments
1.	Job Knowledge	1	2	3	4	5	
2.	Intelligence/Mental Alertness	1	2	3	4	5	
3.	Organizational Skills/Planning Skills	1	2	3	4	5	
4.	Mission/Goal Orientation	1	2	3	4	5	
5.	Communications Skills/Effective Language Habits	1	2	3	4	5	
6.	Judgment	1	2	3	4	5	
7.	Potential for Development	1	2	3	4	5	
8.	Experience	1	2	3	4	5	
9.	Methodology/Techniques (Application of Knowledge)	1	2	3	4	5	

II. Character Traits							Comments
1.	Work Ethic	1	2	3	4	5	
2.	Self-Reliance/Confidence	1	2	3	4	5	
3.	Stability/Maturity	1	2	3	4	5	
4.	Leadership	1	2	3	4	5	
5.	Adaptability/Resourcefulness	1	2	3	4	5	

III. Personal Characteristics							Comments
1.	Flexibility	1	2	3	4	5	
2.	Poise/Appearance/Voice	1	2	3	4	5	
3.	Motivation	1	2	3	4	5	
4.	Vitality/Enthusiasm	1	2	3	4	5	

IV. Overall Rating for Position 1 2 3 4 5

Applicant's Strong Points: _____

Applicant's Weak Points: _____

In what capacity did you know this applicant? _____

Recommendation to (Re)Employ ____ Yes ____ No

Signature

Name and Position (Please Print)

Date

Phone Number

HAYWOOD COUNTY SCHOOLS

Human Resource Office
1230 North Main Street
Waynesville, NC 28786

To: _____

Applicant's Name: _____ Position Applied For: _____

Directions: The above applicant has applied for a position with the Haywood County Schools. Your candid evaluation of this person as an applicant will be appreciated and your assistance will be treated with strict confidence.

Table with 9 rows and 5 columns. Columns: Item, Low, High, and Comments. Section: I. Professional Attributes/Abilities. Items include Job Knowledge, Intelligence/Mental Alertness, Organizational Skills/Planning Skills, Mission/Goal Orientation, Communications Skills/Effective Language Habits, Judgment, Potential for Development, Experience, and Methodology/Techniques (Application of Knowledge).

Table with 5 rows and 5 columns. Columns: Item, Low, High, and Comments. Section: II. Character Traits. Items include Work Ethic, Self-Reliance/Confidence, Stability/Maturity, Leadership, and Adaptability/Resourcefulness.

Table with 4 rows and 5 columns. Columns: Item, Low, High, and Comments. Section: III. Personal Characteristics. Items include Flexibility, Poise/Appearance/Voice, Motivation, and Vitality/Enthusiasm.

IV. Overall Rating for Position 1 2 3 4 5

Applicant's Strong Points: _____

Applicant's Weak Points: _____

In what capacity did you know this applicant? _____

Recommendation to (Re)Employ ___ Yes ___ No

Signature

Name and Position (Please Print)

Date Phone Number

BACKGROUND INFORMATION RELEASE

In connection with my application for employment (including contract for services), I understand that consumer or investigative consumer reports which may contain public record information, may be requested or made on me including consumer credit, criminal records, driving records, education, prior employer verification, workers compensation claims and others. These reports will include experience along with reasons for termination of the past employment. Further, I understand that you will be requesting information from various Federal, State, and Local agencies regarding my past activities. I also understand that the information below regarding sex, race, and date of birth is requested for the sole purpose of gathering the above information correctly, and will not be used to discriminate against me in violation of any law.

I hereby authorize without reservation, any party or agency to furnish the above-mentioned information.

FOR IDENTIFICATION PURPOSES: PLEASE PRINT ALL INFORMATION CLEARLY

Name:				
First	Middle/Maiden	Last	Nickname	
Date of Birth:		Race:	Gender:	
Month	Day	Year		
Social Security #		Driver's Lic. #	State:	

**LIST ALL ADDRESSES FOR THE PAST SEVEN (7) YEARS,
STARTING WITH THE MOST CURRENT:**

Street City State Zip Dates (Mo/Yr)

1.			From:	To:
2.			From:	To:
3.			From:	To:
4.			From:	To:
5.			From:	To:

(Use back of page for additional addresses)

Signature: _____ **Date:** _____

Supplementary Information Questionnaire

This schools system is committed to equal employment opportunity for all applicants, which includes giving full consideration for employment to qualified disabled individuals, Vietnam Era veterans, ethnic minorities, and women.

The following information is being requested of all applicants for employment. You're providing this information is **strictly voluntary**. Its purpose is to assist in equal opportunity employment and to aid in complying with any required governmental record keeping or periodic reporting.

This information is not part of your employment application and will not be considered in the employment/selection process. An applicant will not be subject to any adverse treatment for refusing to complete the questionnaire. If you choose to provide the information, please complete the following:

Name:	Date of Birth:
Title of job applied for:	
Social Security Number:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F

Race/Ethnic Identity: (Check One)

- White (Non-Hispanic)
- Black (Non-Hispanic)
- American Indian or Alaskan
- Hispanic
- Asian
- Other:

Veterans/U.S. Military Status:

Y or N

- Non-Veteran
- Veteran
- Active National Guard or Reservist
- If subject to military selection service registration, have you complied with legal requirements?

INFORMATION ON THIS PAGE WILL NOT BE KEPT IN YOUR PERSONNEL FILE.