



Decatur County Schools

PROUD
TRADITION

THE BEARCAT WAY

PROMISING
FUTURE

1417 Dothan Road Bainbridge, Georgia 39817 (229) 248-2200 Fax (229) 248-2264

Classified Application

Dear Applicant,

Thank you for your interest in applying for employment with Decatur County Schools. In order for your application to be placed in our active files the following requirements must be met:

- We must have a completed application on file.
- We must have a copy of your Driver's License and Social Security Card.
- You must complete and sign a Criminal History Background Consent Form.
- If you are hired for any position, you will be required to be fingerprinted at your own cost by our agency.
- **IF YOU APPLYING FOR-PARAPROFESSIONAL, SECRETARY/CLERICAL, SCHOOL POLICE OFFICER OR NURSE PLEASE READ THE NEXT PAGE FOR JOB QUALIFICATIONS.**

When your application package is complete, it will be placed in our active files for two years. When a vacancy occurs, our Principals/Supervisor will look through these files to select qualified candidates who they wish to interview. IF you are selected for an interview, you will be contacted directly by the Principal/Supervisor. All current certified openings are advertised and posted in the Central Office, each Decatur County School, on the Decatur County Schools' website www.dcboe.com or you may also contact the Personnel Office @ (229) 248-2200 for information.

ALL INFORMATION PROVIDED WILL BE A PUBLIC RECORD AND WILL BE RELEASED UPON REQUEST, UNLESS EXEMPT OR CONFIDENTIAL.

IF APPLYING FOR;

Paraprofessional – **ONE** of the following requirements must be met;

- (1). You must hold at least an Associates of Arts (AA) Degree, Associates of Science (AS) Degree and you must send a copy of official college transcripts.
- (2). You must have completed 60 college hours and send your official college transcript indicating that have completed 60 college hours.
- (3.) You must have passed the GACE Assessment that is required by Decatur County Schools.

You may obtain information about this test on the web at www.gace.ets.org, or contact our personnel office.

Secretary- **ONE** of the following requirements must be met;

- (1). You must hold at least an Associates of Arts (AA) Degree, Associates of Science (AS) Degree and you must send a copy of official college transcripts.
- (2). You must have completed 60 college hours and send your official college transcript indicating that have completed 60 college hours.
- (3). You must have 5 years of secretarial/clerical experience.

School Police Officer- **ALL** requirements must be met;

- (1.) High school diploma
- (2). P.O.S.T. certified
- (3). Previous experience in law enforcement
- (4). Must be willing to work flexible hours

School Nurse- RN, Bachelor's Degree (preferred) or Associate Degree.

Valid Registered Professional Nurse License from Georgia Board of Nursing. Previous Pediatric, Community Health and/or School Health nursing experience preferred.



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Date: _____

Name: _____
Last Name First Name Middle (Maiden)

Permanent Address:

Present Address: If different from Permanent Address

Street, Route, or P.O. Box

Street, route, or P.O. Box

City, State, Zip

City, State, Zip

Telephone Number: _____

Cell Number: _____

Email Address: _____

Position Applying for: _____

Are you presently under contract with any school system? _____ Yes _____ No

May we contact your present employer: _____ Yes _____ No

If worked in another Georgia School System (s) what counties: _____

Have you ever worked in the Decatur County Schools System before, if so when: _____

What date would you be able to start work? _____

Do you have any limitations which would hinder you from performing in the position for which you are applying? _____yes _____No

If yes, please explain: _____

EDUCATION

NAME OF SCHOOL & LOCATION (INCLUDE HIGH SCHOOL & ABOVE)	DEGREE, DIPLOMA, COLLEGE HOURS	MAJOR	MINOR

WORK EXPERIENCE

FROM MTH/YR	TO MTH/YR	JOB TITLE WORK DESCRIPTION	COMPANY NAME & ADDRESS	SUPERVISOR NAME & TITLE	REASON FOR LEAVING

ACTIVE MILITARY BRANCH OF SERVICE: _____ START DATE: _____ SEPARATION DATE: _____
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REFERENCES

These should be persons qualified to give information to show your fitness for the position you seek.

NAME	POSITION	ADDRESS	HOME PHONE	BUSINESS

In your own handwriting, please describe any special talents, qualifications, or attributes you have which you feel will assist in arriving at a true estimate of your suitability for the position for which you are applying. Include special awards, honorary organizations, etc.

It is the policy of the Decatur County Board of Education not to discriminate on the basis of age, sex, race, religion, national origin, or handicap in its educational program, activities or employment practices.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize you to make such investigations and inquires of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or person from all liability in responding to inquires in connection with my application. Furthermore, it is understood that this application becomes the property of the Decatur County School System. In the event of employment, I understand that false or misleading information given in my application or interview may result in dismissal. I understand, also, that I am required to abide by all rules and regulations of the Decatur County School System.

SIGNATURE

DATE

