# Application for Employment – Nutrition Food Assistant

Application for Employment as:	 	Date:
Name:	 Soc. Sec. No.:	
Address:	 	
Home Phone:	Email A	Address:
Date Available for Employment: _	 	

In order to provide statistical information relative to applications for employment, we are requesting that you **voluntarily** complete the following information.

Gender: \_\_\_\_ Male \_\_\_\_ Female

Ethnicity:	American Indian or Alaskan Native	Asian or Pacific Islander	Hispanic
	Black, Not of Hispanic Origin	White	

### Educational/Professional Training

Name and Address of School (Include High School, College & Trade School)	Dates Attended	Degree/Diploma			

## Clerical Skills: (Complete if Applicable. Mark areas of proficiency and indicate programs/applications that you use.)

Word Processing	Spreadsheet	Database	Graphics	Web
Development	Other Software Programs		-	
•	<b>0</b>		Please List	

## Employment Record

(List all previous experiences, beginning with most recent. Include current education and non-educational work experience)

Dates	Position	Name/Address of Employer	Reason for Leaving

The Putnam County School System prohibits discrimination in employment, educational programs, and activities on the basis of race, color, national origin, sex, religion, age or disability.

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List any additional information that you believe will assist in arriving at a true estimate of your qualifications:

#### **Professional Reference**

List three (3) former supervisors or managers from whom you will request references. (Forms are attached to this application. **Do not include neighbors, friends or relatives**.

Address	Phone Number
	Address

## **Military Service:**

(Active Duty Only)

Branch	Dates of Service	Highest Rank	Type of Discharge

#### **Background Information:**

	Each of the following questions must be answered with a "yes" or "no." If any answer is "yes," please attach an explanation. YES NO				
1.	Have you ever been dismissed from employment with a school system, asked to resign, not been reappointed, not offered another contract or resigned in lieu of dismissal?				
2.	Have you ever been found guilty, entered a plea of <i>nolo contendere</i> , been granted first offender treatment without adjudication of guilt, been placed under a court order whereby any adjudication or sentence was otherwise withheld for any misdemeanor involving moral turpitude or for any felony, or is any charge currently pending against you, including issuance of a bad check? (Excluding minor traffic offenses.) <b>Please note:</b> Driving While Intoxicated (DWI), Driving Under the Influence (DUI), and similar charges are NOT considered minor traffic offenses.				
3.	Have you ever been investigated for any act of alleged discrimination including: discrimination on account of race, color, gender, religion, age, national origin, or handicapping condition?				
4.	Have you ever received a dishonorable discharge from the armed services?				
5.	Have you ever been investigated for allegations of sexual harassment?				
6.	Have you ever been accused and investigated for a crime of child abuse or physical				
	abuse?				

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7. Are you legally authorized to work in the United States as a United States Citizen or a	
non-citizen with employment authorization? (Proof of eligibility will be required before you	
can begin to work)	

#### AUTOBIOGRAPHY

Please write in your own handwriting a one page response to the following question: Why are you uniquely qualified for this position and why should you be selected over other candidates?

By filing an application for employment with the Putnam County Board of Education, I understand that any misrepresentation or omission of facts on the application may be cause for termination. If employed, I agree to abide by all the policies set forth by the Putnam County Board of Education. As an applicant, I understand that I am subject to a criminal background check, which includes the requirement of fingerprinting.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Submit application or mail completed application to the following address:

Putnam County Charter School System Human Resources Office 158 Old Glenwood Springs Road Eatonton, GA 31024

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