



GADSDEN CITY SCHOOLS
APPLICATION FOR NONCERTIFIED POSITION

Date of Application \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

PERSONAL DATA

Name: \_\_\_\_\_
(Must appear the same as on your social security card)

Address: \_\_\_\_\_
Number Street City State Zip Code

Telephone: \_\_\_\_\_ Day Night Cell Phone: \_\_\_\_\_

EDUCATION INFORMATION

Please circle highest K-12 grade completed: K 1 2 3 4 5 6 7 8 9 10 11 12

G.E.D. \_\_\_\_\_ Higher Education Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

GENERAL PHYSICAL INFORMATION

(Information in this section is optional. Some positions require a certain amount of lifting.)

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ General Physical Condition: \_\_\_\_\_

Date of last Physical Checkup: \_\_\_\_\_ By Whom: \_\_\_\_\_

GENERAL INFORMATION

Have you filed an application with the Gadsden City Schools before? \_\_\_\_\_ Give Date: \_\_\_\_\_

Have you ever been employed with by Gadsden City Schools before? \_\_\_\_\_ Give Date: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If yes, employed with whom? \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_ On what date would you be available for work? \_\_\_\_\_

Are you available to work: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Are you on a lay-off and subject to recall? \_\_\_\_\_

Have you ever been convicted of a felony? YES NO If yes, what year? \_\_\_\_\_

**EMPLOYMENT INFORMATION**

*List all jobs you have held in the last five (5) years*

<b>Job/Position</b>	<b>Employer</b>	<b>Employer Address</b>	<b>Start Date</b>	<b>Left Date</b>

**REFERENCES**

*Give three (3) personal references (not relatives)*

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

**ATTACH A TRANSCRIPT OF ANY COLLEGE WORK  
(Required for Instructional Aide Positions)**

**A minimum of 2-years of college [48 semester hours]  
from a SACS accredited institution is required for Instructional Aide positions.**

**NOTE: A passing Work Keys score may substitute for the 2-years of college.  
(Work Keys: [www.act.org/workkeys/](http://www.act.org/workkeys/))**

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities, including the after hire use of E-Verify to confirm U.S. employment eligibility.



All school system employees are subject to a criminal background check. By filing this application for employment, I give consent to the representatives of the Gadsden City Schools to contact references, previous employers, schools attended, court officials, and law enforcement authorities.

I understand that any misstatement or omission of any information requested shall be a reason for non-renewal of contract or dismissal from employment.

The application, transcript, references and any other application information are the property of the Gadsden City Schools and will not be returned to the applicant. This application will be considered active for three years.

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Applicant Signature

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Date

*Completed applications should be submitted to the Human Resources Office,  
Board of Education, 1026 Chestnut Street, Room 202.*

**It is the policy of the Gadsden City Schools that no person shall be denied the benefits of any education program or activity on the basis of race, color, handicap, creed, national origin, age or sex:**

**Discrimination Contacts:**

Dr. Donna Smoots, Section 504 Compliance Officer, P.O. Box 184, Gadsden, AL, 35902  
or call (256) 543-3512

Mr. Keith Blackwell, Title VI and IX Compliance Officer, P.O. Box 184, Gadsden, AL, 35902  
or call (256) 543-3512

# APPLICANT DATA RECORD



Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities, including the use of E-Verify to confirm U.S. employment eligibility.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out this Applicant Data Record. We appreciate your cooperation.

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PLEASE PRINT

Date: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

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## Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

Check one:  Male  Female Date of Birth: \_\_\_\_\_

Check one of the following:  White  Black  Hispanic  
 American Indian/Alaskan Native  
 Asian/Pacific Islander  
 Other Please Specify: \_\_\_\_\_

Check if any of the following are applicable:  Vietnam Era Veteran  
 Disabled Veteran  
 Handicapped Individual