

PLEASE PLACE A CHECK BY ANY OF THE FOLLOWING SOFTWARE APPLICATIONS IN WHICH YOU ARE PROFICIENT:

___ MICROSOFT WORD ___ MICROSOFT EXCEL ___ ACCESS

___ PUBLISHER ___ POWER POINT

INDICATE YOUR PROFICIENCY IN THE FOLLOWING AREAS: (POOR, GOOD, EXCELLENT)

TYPING: _____ **COMPUTER/WORD PROCESSOR:** _____

BOOKKEEPING: _____ **OFFICE MANAGEMENT:** _____

SWITCHBOARD/RECEPTIONIST: _____

OTHER: _____

THREE REFERENCE FORMS ARE ATTACHED TO AND ARE A PART OF THIS APPLICATION. COMPLETE THE TOP PORTION OF THESE FORMS AND SEND TO THE THREE REFERENCES LISTED BELOW WITH A REQUEST THAT THEY BE RETURNED DIRECTLY TO THIS OFFICE. THESE REFERENCES SHOULD BE EMPLOYERS OR INSTRUCTORS THAT ARE FAMILIAR WITH YOUR ABILITIES.

NAME

ADDRESS

IF YOU HAVE A CURRENT RESUME', PLEASE ATTACH.

I DO SWEAR THAT THE FOREGOING INFORMATION IS ACCURATE AND TRUTHFUL.

SIGNED _____ **DATE** _____

(THIS APPLICATION WILL BE HELD ON ACTIVE STATUS FOR TWO YEARS. AT THE END OF THIS PERIOD OF TIME, YOU MAY WISH TO REAPPLY.)

The Pulaski County Board of Education is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, religion, national origin, or handicap/disability in its employment practices.

NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints are used to conduct an FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations, Section 16.34.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor (O.C.G.A. 35-3-34(b) and 35-3-35(b)).

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime prevention and Privacy Compact Council. The agency may provide you with a copy of your criminal history record for review and possible challenge.

If you decide to challenge the accuracy or completeness of your criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

SOCIAL SECURITY NUMBER

Pursuant to Section 7 of the Privacy Act of 1974, 5 U.S.C. §552(a)(note) you are hereby notified this application requests your social security number. The disclosure of your social security number is **mandatory** for the following purposes:

- 1) Performing a criminal background check pursuant to O.C.G.A. §35-3-30 et. seq.
- 2) If hired, for purposes of tax collection pursuant to 42 U.S.C. §405

The disclosure of your social security number is **optional, not mandatory** for the following purposes:

- 1) Verification of your identity;
- 2) Verification of your employment eligibility;
- 3) To assist the Federal and State Equal Employment Opportunities record keeping, reporting and other legal requirements;
- 4) To verify your previous work experience;
- 5) To verify your identity on your recommendation form.

NAME-BASED CRIMINAL HISTORY RECORD INFORMATION CONSENT/INQUIRY FORM

I hereby authorize the **PULASKI COUNTY BOARD OF EDUCATION** to conduct an inquiry for the purpose(s) listed below and receive any Georgia and/or national criminal history record information as authorized by state and federal law.

FULL NAME (print): _____

ADDRESS: _____

Sex: _____ Race: _____ Date of Birth: _____ Social Security Number: _____

_____ This authorization is valid for 365 days from the date of signature.

_____ I, _____, give consent to the above-named entity to perform periodic criminal history background checks for the duration of my employment.

Signature _____ Date _____

_____ My commission expires: _____

Notary Public

Date of Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____

Purpose Code Used:

- _____ E - Employment
- _____ J - Civilian Criminal Justice Employment (State & III Info Received)
- _____ M - Working with Mentally Disabled
- _____ N - Working with Elderly
- _____ P - Public Records
- X W - Working with Children
- _____ Z - Sworn Criminal Justice Employment (State & III Info Received)

The inquiry resulted in the following: (Check all that apply)

- _____ No Criminal Record Available
- _____ Criminal Record (Attached/Released)
- _____ No NCIC/GCIC Warrant
- _____ Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name: _____

Wanting Agency Telephone: _____

Agency Designee Signature and Title _____ Date _____

**REFERENCE FORM
CLERICAL**

**PLEASE RETURN THIS FORM
PROMPTLY TO:**

NAME OF REFERENCE

ADDRESS

CITY/STATE

**PULASKI COUNTY BOARD OF
EDUCATION
72 WARREN STREET
HAWKINSVILLE, GEORGIA 31036
FAX: (478) 783-7204**

I have submitted an application for a clerical position with the Pulaski County School System. Please check the appropriate columns below and mail or fax this form at your earliest convenience to the address above.

LAST NAME FIRST MIDDLE (MAIDEN IF MARRIED)

SIGNATURE OF APPLICANT

DATE

	SUPERIOR	AVERAGE	BELOW AVERAGE	UNSATIS- FACTORY	NOT KNOWN
INTELLECTUAL CAPACITY (alertness, ability to learn)					
CLERICAL SKILLS					
SELF-CONTROL AND POISE (emotionally mature)					
HEALTH/ATTENDANCE RECORD					
COOPERATION (with supervisors & co-workers)					
COMMON SENSE					
LOYALTY & RELIABILITY					
PUNCTUALITY					
ADAPTABILITY					

Would you hire this applicant if you had a vacancy for which he or she was qualified? _____
In what capacity have you known this applicant? _____

Comments: _____

Signature

Position

Date

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