

CLEVELAND CITY SCHOOLS TRANSPORTATION & MAINTENANCE

DEPT

APPLICATION FOR EMPLOYMENT

Please Print

Revised 10/02

Position Applied for _____		DATE of application _____	
NAME _____			
LAST	FIRST	MIDDLE	
Address _____			
STREET	CITY	STATE	Zip
Social Security # _____		PHONE # _____	
Mobile/Beeper/OtherPhone# _____		Email _____	

DRIVER'S LICENSE NUMBER _____ STATE _____

HAVE YOU SUBMITTED AN APPLICATION HERE BEFORE? _____ IF YES, WHEN? _____

HAVE YOU EVER BEEN EMPLOYED HERE BEFORE? _____ IF YES, WHEN? _____

DATE AVAILABLE FOR WORK _____ DESIRED SALARY RANGE _____

ARE YOU ABLE TO MEET THE ATTENDANCE REQUIREMENTS OF THE POSITION? _____

HAVE YOU EVER PLED "GUILTY" OR "NO CONTEST" TO, OR BEEN CONVICTED OF A CRIME? _____

If yes, provide details & date(s) _____
answering "yes" to these questions does not constitute an automatic bar to employment. Factors such the date, seriousness and nature of the offense, rehabilitation and position applied for will be taken into account.

REFERENCES:

LIST NAME & TELEPHONE NUMBER OF THREE BUSINESS/WORK REFERENCES WHO ARE NOT RELATED TO YOU AND ARE NOT PREVIOUS SUPERVISORS. IF NOT APPLICABLE, LIST THREE SCHOOL OR PERSONAL REFERENCES WHO ARE NOT RELATED TO YOU.

NAME _____ PHONE # _____ YEARS KNOWN _____

NAME _____ PHONE # _____ YEARS KNOWN _____

NAME _____ PHONE # _____ YEARS KNOWN _____

LIST ANY SPECIAL TRAINING, SKILLS, LICENSES OR CERTIFICATES THAT MAY QUALIFY YOU IN THE POSITION FOR WHICH YOU ARE APPLYING.

EMPLOYMENT HISTORY- START WITH THE MOST RECENT (OR CURRENT) EMPLOYER FIRST.

Employer _____ PHONE # _____

Address _____

DATES Employed FROM _____ TO _____ SUPERVISOR NAME _____

STARTING pay and position title \$ _____ PER _____ Title _____

LEAVING pay and position title \$ _____ PER _____ Title _____

REASON FOR LEAVING _____

SUMMARIZE type of work performed, job duties _____

Employer _____ PHONE # _____

Address _____

DATES Employed FROM _____ TO _____ SUPERVISOR NAME _____

STARTING pay and position title \$ _____ PER _____ Title _____

LEAVING pay and position title \$ _____ PER _____ Title _____

REASON FOR LEAVING _____

SUMMARIZE type of work performed, job duties _____

Employer _____ PHONE # _____

Address _____

DATES Employed FROM _____ TO _____ SUPERVISOR NAME _____

STARTING pay and position title \$ _____ PER _____ Title _____

LEAVING pay and position title \$ _____ PER _____ Title _____

REASON FOR LEAVING _____

SUMMARIZE type of work performed, job duties _____

EDUCATIONAL BACKGROUND - LIST THE LAST 3 SCHOOLS ATTENDED, STARTING WITH MOST RECENT

School: _____ # YEARS COMPLETED _____ DIPLOMA/DEGREE _____

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ADDITIONAL INFORMATION- LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ASSOCIATIONS AND ANY OFFICES HELD. OR LIST ANY SPECIAL ACCOMPLISHMENTS, PUBLICATIONS, AWARDS, ETC.
Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, or any other similarly protected status.

I certify that all the information I have provided is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel any further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references personal and professional, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representatives of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT

I certify that I have read, fully understand and accept all terms of the above statement.

Signature of Applicant _____ Date _____

CONSENT FOR FINGERPRINTING AND CRIMINAL BACKGROUND CHECK

I understand that in order to accept a position with the Cleveland City School System, in accordance with state law, I will be required to be fingerprinted and have a criminal background check completed by the Tennessee Bureau of Investigation. I agree and consent for such a background check and investigation to be conducted. I understand I will be temporarily employed pending the outcome of a criminal record check. I further understand that knowingly providing false information or the intentional withholding of material facts concerning my criminal record will constitute grounds for immediate termination.

I agree to hold the school system and all officials, representatives, and employees of the forgoing harmless from all claims for libel, slander, defamation of character, invasion of privacy, intentional infliction of emotional distress, negligence, and similar claims.

I consent for any former employer of mine to furnish any information from my personnel file or evaluations relative to my performance as an employee, and I waive any right I may have for such information to remain confidential.

Applicant's Signature _____ Date _____

It is the policy of the Cleveland City School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Be a School Bus Driver

- Fill out and return the Application for Employment.*
- Go to HEALTHWORKS Walk-in clinic at Sky Ridge West and get a DOT physical (you pay- approx \$50) and a drug screen (we pay). Be sure to tell them you are a potential employee of Cleveland City Schools.*
- Come back to our office and we will provide you with a form 2-C, which you must have to take your permit exams.*
- Study the Tennessee Commercial Driver License Manual (study only the sections for a Class B License with a PS endorsement).
This Is: Part I - Sections 1, 2, and 3
Part II- Sections 4 and 5
Part III- Sections 10, 11, and 12
Part IV- Section 13*
- Go to the Driver's License Center on Adkisson Drive and take the written exams for your CDL Permit (you must show the DOT physical card and form 2-C).*
- Once you have your Permit, we can now train you for the Driving Test and Inspection Exam you will perform to get your CDL.*
- Because you will have contact with children, you will be fingerprinted and a criminal background check will be performed.*