

Professional Application

CSRA RESA
P.O. Drawer 609
Dearing, GA 30808
(706) 556-6225 Phone (706) 556-8891 Fax
www.csraresa.org

PERSONAL DATA

Name (last, first Middle)

Date

Social Security Number

Address

City

State

Zip

Home Phone

Other Phone

If employed, can you provide proof of U.S. citizenship?

Are you 18 or over?

Position(s) applying for

Referred by

EDUCATION RECORD

High School

Address

Dates attended

Degrees or diplomas

Trade or Technical Training

Address

Dates attended

Degrees or diplomas

College/University

Address

Dates attended

Degrees or diplomas

Please list college/university and degrees/diploma information that relates to graduate studies:

MILITARY SERVICE

Branch of Service

Dates of service

Duties/special training

EMPLOYMENT HISTORY

Begin with most recent employer. Attach additional sheet if needed.

1. Employer

Dates of employment

Address

City

State

Zip code

Phone

Beginning salary

Ending salary

Title/duties

Manager's name

Why did you leave?

2. Employer

Dates of employment

Address

City

State

Zip code

Phone

Beginning salary

Ending salary

Title/duties

Manager's name

Why did you leave?

3. Employer

Dates of employment

Address

City

State

Zip code

Phone

Beginning salary

Ending salary

Title/duties

Manager's name

Why did you leave?

PERSONAL DATA

Have you been convicted of a crime (other than traffic violations) or been imprisoned during the last seven years? A conviction will not necessarily bar you from employment.

Explain

Names of friends or family that are employed by this agency.

Do you have any physical or mental disability that may limit your performance in the job you are applying for? If so, what can be done to accommodate your limitation?

REFERENCES

List three professional references that are familiar with the quality of your work, have worked directly with you, and have known you for at least two years.

1. Reference

Work phone

Home phone

Address

City

State

Zip code

Relationship

2. Reference

Work phone

Home phone

Address

City

State

Zip code

Relationship

3. Reference

Work phone

Home phone

Address

City

State

Zip code

Relationship

APPLICATION SUPPELMENT

Respond to one of the following topics in your own handwriting and attach to your application. Please limit your response to 250-500 words.

1. Personal qualities I possess that I feel make me successful in the position of which I am applying.
2. Experiences that will better enable me to be a successful employee in the position for which I am applying.
3. Some methods that I personally use to increase productivity.
4. Some successful experiences in gaining community support for my school/organization.
5. Effective techniques I have used to develop teamwork an improve school climate and student discipline.

COMPLETE APPLICATION MUST INCLUDE

Letter of Application

Transcript of Academic Records

Application Supplement

Three letters of Recommendation

BACKGROUND INVESTIGATION

I understand that in the event I am offered a position with an educational agency that requires certification by the Professional Standards Commission, I may be required to be fingerprinted and have a criminal background check in accordance with the Official Code of Georgia Annotated 20-2-211 (e) (1).

I further understand that the information obtained from the criminal background check may be used in employment decisions.

I agree and consent for such background check and investigation to be conducted and agree to hold the educational agency and all officials, representatives, and employees of the foregoing harmless from all claims for libel, slander, defamation of character, invasion of privacy, intentional infliction of emotional distress, negligence and similar claims.

Have you ever been convicted of any crime, entered a plea of guilty, nolo contendere, suffered first offender adjudication, any similar criminal, quasi-criminal determination, or adjudications, other than minor traffic violation?

Yes _____ No _____

If the answer is yes, state the name and address of the court, date of the alleged offence, a description of the charges, an explanation of the final action taken, including, fines, probation, imprisonment, first offender adjudication, or similar disposition.

Have you ever been charged with any crime or been named in an indictment, accusation presentment or any offense of any offense other than a minor traffic violation?

Yes _____ No _____

Applicant's signature _____ Date _____

