

# CHESTERFIELD COUNTY SCHOOL DISTRICT

NON-CERTIFIED PERSONNEL APPLICATION FOR EMPLOYMENT  
(Applicants are required to obtain a bus license upon employment.)

POSITION DESIRED \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

## EDUCATIONAL EXPERIENCE

<u>School</u>	<u>Name and Location</u>	<u>No. Years</u>	<u>Date Left</u>	<u>Did you finish or graduate?</u>	<u>Diploma Or Degree</u>
High	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Business/Trade School	_____	_____	_____	_____	_____

If applying for office work, please check skills your can perform. Typing{ } Filing{ } Shorthand{ } Computer{ } Bookkeeping{ }  
Dictating Machine{ } Word Processing{ }  
Other \_\_\_\_\_

List any other specific skills that you have \_\_\_\_\_

## WORK EXPERIENCE (begin with most recent)

<u>Previous Employers</u>	<u>Address of Employers</u>	<u>Position</u>	<u>Dates Worked</u>	<u>Reason for</u>
			<u>From</u> <u>To</u>	<u>Leaving</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attach additional work experience (if necessary). Attach resume (if available).

## WORK REFERENCES

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you been convicted of a crime, excluding misdemeanors? ( ) Yes ( ) No If yes, explain. (Attach explanation to application.)  
THE FACTS SET FORTH ABOVE IN MY APPLICATION FOR EMPLOYMENT ARE TRUE AND COMPLETE. I UNDERSTAND THAT IF EMPLOYED, FALSE STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR IMMEDIATE DISMISSAL. FURTHER, I UNDERSTAND THAT EMPLOYMENT IS BASED ON THE REQUIREMENT THAT I TAKE AND PASS THE BUS DRIVERS' TEST AND THAT I AM CAPABLE AND WILLING TO DRIVE A SCHOOL BUS, IF NEEDED.

\_\_\_\_\_ Date \_\_\_\_\_ Signature

**Chesterfield County School District**  
**401 West Boulevard**  
**Chesterfield, SC 29709**

Date \_\_\_\_\_

Re: Criminal Record History Report

Dear Applicant:

South Carolina law requires that prior to initial employment, the local district shall request a criminal record history on all persons.

To receive a criminal record history report on prospective employees, Chesterfield County School District must forward to the South Carolina Law Enforcement Division the following information.

FULL NAME \_\_\_\_\_

RACE \_\_\_\_\_ SEX \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
Month Day Year

Chesterfield County School District does not consider race, sex, and date of birth in the regular application process. Therefore, it is necessary that you supply the information noted above, and attach this form to your application for employment.

A record clear of any criminal history at the time of employment considered is desired. Therefore, completion of this form is considered an important part of the application process.

Sincerely



Chandar D. Anderson  
Executive Director of Personnel