



SECRETARY / AIDE POSITION

ALBERTVILLE CITY SCHOOLS

107 West Main St.
Albertville, AL 35950
Phone (256) 891-1183 Fax (256) 891-6303
Office Hours 7:30 a.m. – 4:00 p.m.

Central Office Use Only
Date Received

Indicate Position Applied For (check all that apply): Full Time Part-time **OR** Substitute (for these positions)
 Clerical/Secretarial Instructional Aide

Name _____
First Middle Last

Address _____
Street or P.O. Box City State ZIP

Social Security #: _____ - _____ - _____ E-mail Address: _____

Home Phone: _____ Cell Phone : _____

Have you had a background check by Alabama State Department of Education? Yes No

Have you ever been convicted of, or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation? Yes No

NOTE: Employment will only be final upon completion and/or results of background check.

(Current verification of tuberculin skin test must accompany this application)

EDUCATION

Name of High School _____ Diploma GED

Year of graduation or date GED was issued _____

WORK KEYS PROGRAM (needed if applying for aides position and have not completed two years of college)

Yes No

Copy of Degree, Work Keys or transcripts with 64 earned hours must accompany application if applying for Aides Position.

College or Advance Training	Area of Study	Degree	Year of Graduation

TRAINING

(List any special skills or qualifications, office equipment, computer software, etc.)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

WORK EXPERIENCE

(List below the last four employers, starting with the last one first)

Date Month and Year	Name and Address of Employer	Type of work	Number of Years	Reason for Leaving

May Your Current Employer Be Contacted? Yes No

REFERENCES

These should be persons qualified to answer questions concerning your qualifications for the position you seek.
DO NOT include those related to you.

Name	Phone Number

Signature of Applicant

Date

**NOTE: Any false information knowingly given on this application is grounds for dismissal.
Application will stay on file for one year. Send updated resume` by May 15th of the following year if you wish your application to remain on file.**

It is the policy of the Albertville City School System that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity on the basis of sex, race, religion, handicap, national origin, age or ethnic background. For information regarding the compliance of this statement you may contact Cynthia Green, Coordinator Title II, Dr. John Slivka, Coordinator 504 Mrs. Joyce Bishop, Director Title IX at 107 West Main Street, Albertville, Al 35950. Phone (256) 891-1183