



TO: Classified Applicants

FROM: Director of Personnel

Thank you for your interest in the Liberty County School System. As part of our hiring procedures, all applicants must have a complete application packet on file. Please review the qualifications for each position before applying.

**Paraprofessional**

You must be able to provide documentation that one of the following has been met:

1. High school diploma or GED certificate **AND** passed the State approved Paraprofessional exam or;
2. Two years of college (60 semester hours or 100 quarter hours) or;
3. An Associates Degree.

**Secretary, Food Service, Bus Aide, Custodian, Mechanic, Grounds Keeping and Maintenance Personnel**

- High school diploma or GED certificate as a minimal requirement.

**Nurse**

Provide the following documentation:

1. Current GA Nurse License (LPN/RN);
2. Current CPR and First Aid cards;
3. Any supporting documentation/certification information pertaining to the profession.

**A COMPLETE APPLICATION PACKET INCLUDES THE FOLLOWING:**

- \_\_\_\_ LCSS Application Required (Resume is optional)
- \_\_\_\_ Copy of GED **or** high school/college diploma **or** college transcript(s)
- \_\_\_\_ Authorization to Release Information
- \_\_\_\_ \*Two (2) recommendations (see details below)

One recommendation must be completed by a past immediate supervisor. The other recommendation may be completed by a character reference. If you do not have past employment, we will require two character references to complete the recommendation forms. We prefer that recommendations be returned in a sealed envelope with the signature of the person filling out the form signed across the back seal.

The LiveScan check is optional with the initial application. However, upon employment with the Liberty County School System a Criminal History check must be completed and on file.

- \_\_\_\_ LiveScan Receipt (LiveScan conducted at Hinesville Police Department)

Thanks again for your interest in the Liberty County School System. We are constantly searching for talented people to provide quality support for our educational programs.



**Liberty County Board of Education**  
 200 Bradwell Street  
 Hinesville, Georgia 31313

**APPLICATION FOR EMPLOYMENT  
 CLASSIFIED PERSONNEL**

\_\_\_\_\_ Date of Application

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

P E R S O N A L	Last Name	First Name	Middle Name	Date	
	Present Street Address			Home Telephone (    )	
	City, State, Zip			Business Telephone (    )	
	Permanent Street Address			Social Security #	
	City, State, Zip			Telephone (    )	
				**Birth Date	
	Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> If you are not a citizen of the United States of America, you must furnish a copy of your Permanent Residency Permit or other document allowing you to legally work in this country.				
	When will you be available for employment?				
	<b>CHECK ONLY ONE – APPLICATION FOR THE POSITION OF:</b>				
	<input type="checkbox"/> Custodian <input type="checkbox"/> Paraprofessional <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Bus Driver <input type="checkbox"/> Mechanic <input type="checkbox"/> Food Service Worker <input type="checkbox"/> Secretary <input type="checkbox"/> Other			<p><b>** Information Not Mandatory</b></p> <p><b>*** Applications will be kept on file for one year from the date of filing. Screening test results for paraprofessionals/substitute teachers will be retained for one year from the date the application was filed, and will be invalid after this date.</b></p>	

The Civil Rights Act of 1964 prohibits discrimination in employment practices because of race, color, religion, sex, or national origin. PL 90-202 prohibits discrimination because of age. Section 504 of the Rehabilitation Act of 1973 (PL 93-112 prohibits discrimination on the basis of handicap). The Board of Education will use this data for statistical purposes only. The Americans with Disabilities Act of 1990 prohibits discrimination based on the presence of a disability.

<b>E D U C A T I O N</b>	SCHOOLS ATTENDED (High School and Above)	DATES Beginning/Ending	DIPLOMA/DEGREE(S) Earned

<b>E M P L O Y M E N T</b>	PREVIOUS PLACE OF EMPLOYMENT	POSITION	DATES Beginning / Ending	REASON FOR LEAVING
	*** Bus driver applicants must include employment information on all driving jobs for the past ten years.			
	REFERENCES: (List previous supervisors, persons most familiar with your past work performance)			
	NAME AND ADDRESS	OCCUPATION	TELEPHONE NUMBER	

\*\*\* For the positions of paraprofessional, substitute teacher, and secretary, documentation of the highest level of education is required to complete this application. (A copy of your high school diploma, GED certificate, and/or a copy of college transcripts or diploma is required).

<b>B A C K G R O U N D</b>	Have you ever been fired from a job? Yes ____ No ____ If yes, please explain: _____ _____
	Have you ever been charged with, pled guilty to, or been convicted of any offense relating to the possession or distribution of illegal drugs? Yes ____ No ____ If yes, provide a complete explanation including dates of plea or conviction, county and state of plea or conviction, and disposition of plea or conviction. _____ _____
	Have you ever been convicted of a felony or misdemeanor other than minor traffic offenses? Yes ____ No ____ If yes, please explain. _____ _____

**SIGNATURE:**

If employed with the Liberty County School System, I agree to abide by all the policies set forth by the Liberty County Board of Education. I authorize full investigation of the information given in this application and consent to the representatives of the Liberty County Board of Education to contact my references, previous employers, and law enforcement authorities. I also understand that any misstatement or omission of any information requested may be a reason for non-employment or dismissal from employment. The application, and other data submitted will become the property of the Liberty County Board of Education and will not be returned to the applicant.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**EQUAL OPPORTUNITY EMPLOYER**



Liberty County Board of Education  
 200 Bradwell Street, Hinesville, GA 31313  
 Personnel Department  
**RECOMMENDATION FOR EMPLOYMENT**  
**CLASSIFIED PERSONNEL**

\_\_\_\_\_ has applied for the position of \_\_\_\_\_ with the Liberty County School System. You may be assured that your evaluation of the applicant and other information will be treated confidentially and used in a professional manner.

Please check in the appropriate column the factors for which you have adequate information for appraisal:

<i><b>COMPETENCIES</b></i>	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
Acceptance of Criticism				
Appearance				
Communication				
Cooperation				
Job Knowledge				
Punctuality				
Quality of Work				
Quantity of Work				
Utilization of Materials, Equipment & Safety				
Overall Performance Rating				

Do you feel this individual is qualified for the position for which he/she is applying? \_\_\_\_\_  
 Has the applicant ever been employed by you? \_\_\_\_\_  
 If yes, give approximate dates \_\_\_\_\_

Is there any reason why you feel that this applicant would not be appropriate for this position for which he/she is applying? \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Your Name \_\_\_\_\_  
 Phone Number ( ) \_\_\_\_\_ Official Position \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_



Liberty County Board of Education  
 200 Bradwell Street, Hinesville, GA 31313  
 Personnel Department  
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**CLASSIFIED PERSONNEL**

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Please check in the appropriate column the factors for which you have adequate information for appraisal:

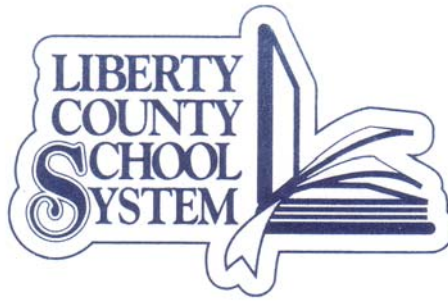
<i><b>COMPETENCIES</b></i>	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
Acceptance of Criticism				
Appearance				
Communication				
Cooperation				
Job Knowledge				
Punctuality				
Quality of Work				
Quantity of Work				
Utilization of Materials, Equipment & Safety				
Overall Performance Rating				

Do you feel this individual is qualified for the position for which he/she is applying? \_\_\_\_\_  
 Has the applicant ever been employed by you? \_\_\_\_\_  
 If yes, give approximate dates \_\_\_\_\_

Is there any reason why you feel that this applicant would not be appropriate for this position for which he/she is applying? \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Your Name \_\_\_\_\_  
 Phone Number ( ) \_\_\_\_\_ Official Position \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_



## AUTHORIZATION FOR RELEASE OF INFORMATION

Applicant (Full Legal Name): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

I hereby fully authorize and consent to the following:

- A. a criminal record check and attendant fingerprinting as authorized by section 20-2-211 of the Official Code of Georgia Annotated and the policies and rules of the state and local Boards of Education, together with the execution of any and all documents required by the participating law enforcement agency (ices) in connection with said criminal record check through the National Crime Information Center and /or the Georgia Crime Information Center.
- B. the furnishing or other disclosure by any present and /or former employer of such information and material as may be requested by the Liberty County Board of Education relative to my performance as an employee, it being understood and agreed that any right I may have for such information to remain confidential is hereby expressly waived; and
- C. the full and complete investigation given in any application or other form completed in anticipation of employment, promotion or reassignment with the Liberty County Board of Education, to include (without limitation) the contacting of all references, previous employers, schools attended, court officials, law enforcement authorities, and such other persons as may be needed to confirm such information.

I understand that any information released to the Liberty County Board of Education hereunder will be used only to make an employment decision and for no other purpose. The application, references, criminal report and other data furnished or obtained in connection with my application for employment, promotion, or reassignment are the property of the Liberty County Board of Education and will not be returned to the applicant.

This Authorization for Release of Information will serve as a release of any and all information to the Liberty County Board of Education as set forth hereinabove, and a photocopy or facsimile hereof shall be deemed an original for all purposes. I have fully read and understood this Authorization before signing, and execute the same voluntarily and without compulsion duress or undue influence of any kind.

The furnishing of false or misleading information, or the intentional withholding of material facts, including (without limitation) facts concerning one's criminal record, shall be a reason for non-employment or immediate dismissal of employment.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

THE LIBERTY COUNTY BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, SEX, RELIGION, CREED, NATIONAL ORIGIN, AGE, OR DISABILITY. FURTHERMORE, CRIMINAL CONVICTIONS WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT. FACTORS SUCH AS THE TYPE AND SERIOUSNESS OF THE CRIME, THE FREQUENCY OF THE VIOLATIONS, YOUR AGE AT THE TIME, AND YOUR ENTIRE EMPLOYMENT HISTORY WILL BE TAKEN INTO CONSIDERATION.



**Effective May 19, 2008 Fingerprinting and Background checks will be processed using the LiveScan System. The cost for this service is \$60. Payments must be made by cash or money order only. Money orders must be made payable to The City of Hinesville. No checks, debit cards or credit cards will be accepted.**

**Current Active Employees**

Teachers/Paraprofessionals who are seeking certificate renewal will only need to obtain a Background Check. Other employees who are fulfilling the requirements for criminal history update (every 5 years) will also require a Background Check. The cost for this service is \$20.

The attached form must be completed with all your information prior to visiting the Hinesville Police Department. The attached form becomes property of The Hinesville Police Department. Photo identification is required.

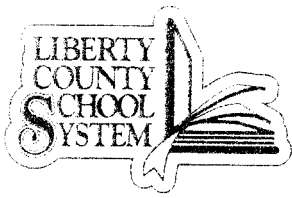
**Please return LiveScan receipt/Background check to the Liberty County Board of Education.**

**Hinesville Police Department**

**Location:** 123 East M.L. King Jr. Drive, Hinesville, Georgia 31313

**LiveScan Hours of Operation:** Monday-Friday 8:00 am. to 5:00 pm.

**Phone:** 912-368-8211



Hinesville Police Department  
123 East Martin Luther King Jr. Drive  
Hinesville, GA 31313

Dear Sir/Madam:

The individual listed below is employed by Liberty County School System or submitting an application for employment. In compliance with OCGA 20-2-211, all school system employees must be fingerprinted.

The employee/applicant has signed a Consent form for the Liberty County Board of Education to obtain any Criminal History Record information that may be on any local, state or national records.

Sincerely, .

Delilah S. Norris  
Director of Personnel

### SCHOOL SYSTEM APPLICANT INFORMATION

Live Scan \_\_\_\_\_

Background Check \_\_\_\_\_

**Please Print or Type**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Aliases Used/ Other Names Used: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Hair: \_\_\_\_\_ Hgt: \_\_\_\_\_ Wgt: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

Date Printed: \_\_\_\_\_

Officer: \_\_\_\_\_