

**Wayne County Board of Education**

710 West Pine Street Jesup, Georgia 31545  
Telephone (912) 427-1000 Fax: (912) 427-1004  
www.wayne.k12.ga.us

**Wayne County School System Classified Personnel Application**

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

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

Permanent Address: \_\_\_\_\_  
Street City State Zip Code

Position for which you are applying: \_\_\_\_\_

Are you willing to work part-time? \_\_\_\_\_ Yes \_\_\_\_\_ No

DO NOT SUBMIT A RESUME IN LIEU OF COMPLETING THE WORK HISTORY

1. \_\_\_\_\_  
Current/Last Employer Address Phone #

Job Title From (month/year) To (month/year)

Details of Duties/Responsibilities/Skills: \_\_\_\_\_

2. \_\_\_\_\_  
Employer Address Phone#

Job Title From (month/year) To (month/year)

Details of Duties/Responsibilities/Skills: \_\_\_\_\_

3. \_\_\_\_\_  
Employer Address Phone#

Job Title From (month/year) To (month/year)

Details of Duties/Responsibilities/Skills: \_\_\_\_\_

4. \_\_\_\_\_  
Employer Address Phone#

Job Title From (month/year) To (month/year)

Details of Duties/Responsibilities/Skills: \_\_\_\_\_

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Are you a high school graduate?  Yes  No Holder of a GED certificate?  Yes  No If you are not a

high school graduate, select the highest grade completed: **1 2 3 4 5 6 7 8 9 10 11 12**

List high school, college, vocational, technical, trade school attended:

School Name	City/State	Dates Attended	Field of Study	Degree/Diploma Earned

Yes  No 1. Is there any reason you will not be able to work each day without absences except for routine illness?

Yes  No 2. Have you ever been charged with, convicted of, or pleaded nolo contendere for a crime other than a minor traffic violation?

Yes  No 3. Have you ever been fired or dismissed from employment?

Yes  No 4. Are you prevented from lawful employment in this country because of Visa or Immigration Status?

Yes  No 5. Are you on a lay-off and subject to recall?

Yes  No 6. Have you previously worked for the Wayne County School System?

Yes  No 7. Do you have relatives working for the Wayne County School System?

**REFERENCES**

List below the four individuals you have requested to complete a Confidential Reference Form. You current or most recent supervisor must be listed as a reference.

Name	Address	Area Code/Phone #

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Please write a brief statement as to why you think you should be considered for the position for which you applied.

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**Personal Affirmation**

I verify that all that I have provided on this application is true and complete to the best of my knowledge. I am aware that providing false information on this application will be grounds for refusal to hire me, and that if employed, grounds for termination of employment. If employed, I agree to abide by the policies, rules, and regulations of the Wayne County School System.

My signature further authorizes the Wayne County School System to investigate my past employment, personal references, and criminal record to determine my suitability for the position for which I am applying, and authorizes representatives of the Wayne County School System to contact my references, previous employers, schools attended, court officials, law enforcement authorities, and any other individuals necessary. I understand the Wayne County School System may investigate other sources or references other than those given on this application.

I understand that nothing in this employment application, in the statements or policies of the Wayne County School System or Wayne County Board of Education, or in my communications with any system or board official is intended to create an employment contract. No promises of employment have been made to me. I also agree, if employed, to attend orientation sessions held prior to the opening of school.

I understand that non-contracted employees and their employers have an at-will relationship, which means the employment relationship can be terminated at any time with or without cause by either the employee or employer.

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**Signature**

**Date**

This application will be kept on file for one year.

**Return application to:**  
Wayne County Board of Education  
Human Resources Department  
710 West Pine Street  
Jesup, GA 31545  
(912) 427-1000

OR email application to:  
[tmooley@wayne.k12.ga.us](mailto:tmooley@wayne.k12.ga.us)