

**ALCORN SCHOOL DISTRICT**  
**31 CR 401**  
**Corinth, Mississippi 38834**  
**Phone: 662-286-5591 / Fax: 662-286-7766**  
**Web-site: [www.alcorn.k12.ms.us](http://www.alcorn.k12.ms.us)**

**APPLICATION INFORMATION FOR PROSPECTIVE NONCERTIFIED PERSONNEL**

**THE FOLLOWING ITEMS MUST BE ON FILE IN THE CENTRAL OFFICE PRIOR TO THE INTERVIEW:**

1. **APPLICATION** - This must be completed and signed. (Additional postage may be required.)
2. **RECOMMENDATIONS** - The application requires six (6) references. At least one reference must be from your current employer.
3. **TRANSCRIPTS** - ASD does not require official transcripts to be on file; however, copies of transcripts will be accepted.
4. **APPLICATION AND INTERVIEW PROCESS** –
  - a. Your application needs to be sent or presented to the principal at each school in which you are interested in applying.
  - b. Upon review of your application, the individual school administrator may arrange a formal interview with you. It would be helpful to carry a copy of the application with you when interviewing with the school principal.
  - c. A second interview at the Central Office may be arranged at the request of the principal.

Thank you for your interest in the Alcorn School District. Your application will remain in the active file for a period of one (1) year and then will be classified as inactive for one (1) year before being discarded unless the applicant notifies the personnel office in writing to keep the application current.

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**EMPLOYMENT APPLICATION FOR NONCERTIFIED STAFF**

Date of Availability	Position(s) Desired	Date of Application

The accuracy and completeness of this form will be a factor in the consideration of your employment. If you do not wish to answer any part of this application, attach an explanation. Failure to accurately answer questions on this form completely and honestly may subject you to immediate termination. Applications are sent to all who request, regardless of vacancies.

Name \_\_\_\_\_ Social Security No. \_\_\_\_/\_\_\_\_/\_\_\_\_  
(AS NAME APPEARS ON SOCIAL SECURITY CARD)

Present Address \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
(Street) (City) (State) (Zip Code) (Telephone Number)

Permanent Address \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
(Street) (City) (State) (Zip Code) (Telephone Number)

E-mail Address: \_\_\_\_\_

Check Education Level : \_\_\_\_\_ High School Diploma    \_\_\_\_\_ Some College    \_\_\_\_\_ Associate's Degree  
   \_\_\_\_\_ Bachelor's Degree    \_\_\_\_\_ Graduate School    \_\_\_\_\_ Master's Degree and Beyond

<b>ALCORN SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF AGE, GENDER, RACE, RELIGION, DISABILITY, OR NATIONAL ORIGIN.</b>
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**EDUCATIONAL PREPARATION**

Elementary and Secondary Education (To be completed by every applicant)

Schools	School District	City and State	No. Years Attended	Date of Graduation
Elementary				
High				

College and Professional Education (To be completed by every applicant)

Names and Addresses of Colleges in Which Credits Have Been Earned	Dates Attended	Degree Earned

What is your college grade-point average? \_\_\_\_\_

Have you ever been issued a non-renewal notice of employment? **Yes \_\_\_ No \_\_\_**

If yes, please explain: \_\_\_\_\_

Have you ever been terminated from employment? **Yes \_\_\_ No \_\_\_**

If yes, please explain: \_\_\_\_\_

Have you ever been charged with or convicted of a criminal offense, either a misdemeanor or felony? **Yes \_\_\_ No \_\_\_**

If yes, please explain in detail the nature of the offense, the date you were arrested or charged, the outcome and your version of the facts associated with each offense or crime that you were either arrested for or convicted of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been charged with or arrested or convicted of a criminal sexual offense? **Yes \_\_\_ No \_\_\_**

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been charged with or arrested or convicted of a D.U.I. (driving under the influence) or any other crime related to drugs or alcohol? **Yes \_\_\_ No \_\_\_**

If yes, please explain in detail the nature of the offense, date arrested or charged, the outcome (conviction, acquittal or dismissal) and your version of the facts associated with each arrest charge or conviction:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE (List in chronological order.)**

Name of Employer	City and State	Type of Work	Period of Service		Reason for Leaving This Position
			From (Mo-Yr)	To (Mo-Yr)	

Have you ever failed to be re-employed? **Yes \_\_\_ No \_\_\_**

If yes, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List the names, positions, and addresses of six (6) individuals as your references. Include supervisors under whom you have worked . Please do not list relatives as references.

NAME	OFFICIAL POSITION	ADDRESS (STREET, CITY, STATE, & ZIP)	PHONE NUMBER

**READ CAREFULLY AND SIGN THE FOLLOWING STATEMENT:**

By my signature I attest that the information contained in this application is true and represents me accurately. If employed, I agree to abide by all the policies approved by the Board of Education and will cooperate fully with in-service programs for professional improvement. I understand that this application can remain in the active file for a period of one year and then will be classified as inactive and discarded unless I notify the personnel office in writing to keep the application current.

**I give my permission for the Alcorn School District to conduct a background screening check with any law enforcement agency, the Child Abuse Central Registry, previous employers, and any other persons, corporation, or public agencies or entities to determine my suitability in working with children and my past employment history. I understand that this permission is a part of my application for a position with the Alcorn School District. I understand that should any felony or misdemeanor charges or convictions appear on my record which I have not previously disclosed in writing to the Alcorn School District, then said school shall have the right to deny me employment and I do hereby agree to immediately resign from my position of employment and accept immediate termination, without a hearing, the same being hereby waived. I do further agree and direct that said agencies, previous employers or companies may release to the Alcorn School District any and all personnel files or factual information or written documentation concerning any criminal charge or conviction or facts related thereto as may be on file with such agency.**

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

**FOR ALCORN SCHOOL DISTRICT USE ONLY**

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