

# **CLASSIFIED APPLICATION PROCEDURES**

Thank you for the interest that you have shown in Florence County School District Three. In order to be eligible for a classified position in Florence County School District Three, you must successfully complete the following procedures.

1. **APPLICATION FORM**

Complete the application and return it to the Department of Human Resources.

2. **REFERENCES**

Send the attached reference forms to those listed as references on the application-(**work or educational references, only.**) Your application will be considered only when three (3) satisfactory references have been returned to the Department of Human Resources.

3. **ADULT BASIC SKILLS EDUCATION TEST**

All applicants applying with Florence County School District Three are required to take the Adult Basic Skills Education Test- (TABE) and Workkeys tests with the exception of: Applicants possessing an Associate, Bachelor's or Master's Degree; In order to qualify for a test exemption, the applicant must provide the Department of Human Resources with a copy of his or her degree. **See attached information for testing location and testing dates and times.**

4. **THE PRINCIPAL/DIRECTOR/COORDINATOR**

Upon acceptable qualifications, the designated principal/director/coordinator will screen applications and select candidates for interviews. You will be notified of the date and time of the scheduled interview from the Department of Human Resources.

5. **CRIMINAL RECORD INVESTIGATION**

The school district will request a criminal investigation on all initially employed classified persons. Persons with a criminal record history from SLED for past convictions may be terminated as deemed appropriate by the deputy superintendent. Misrepresentations or omissions of information at any level of the process are also grounds for immediate termination of employment or the application process.

6. **EMPLOYMENT**

After completion of an interview, reference checks and conferring with the superintendent, the principal/director/coordinator will then offer employment to the approved candidate.



Florence County School District Three  
Post Office Drawer 1389 · 125 South Blanding Street  
Lake City, South Carolina 29560  
Telephone: (843) 374-8652 · FAX: (843) 374-2946

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**\*IMPORTANT\***

## **TABE & WORKKEYS**

You do not need to call for an appointment. Tests are held Monday through Wednesday. Each test is 3 hours in length. Testing will begin at 9:00 a.m. and 1:30 p.m. each day. You need to arrive by 8:45 a.m. or 1:15p.m. .

**No testing is given on Thursdays or Fridays.**

For more information contact:

**Emily Singletary**

Telephone numbers are:

843-374-7856, 843-374-5517, 843-374-8770 or 843-374-8240

Location: Lifelong Learning Center, 209 Graham Rd, Lake City, SC 29560

*Directions: Leaving Florence County School District 3 office building turn LEFT onto Blanding Street; continue straight, at stop sign turn RIGHT onto Graham Road. Life long Learning Center will be on the left.*

# Florence County School District Three

An Equal Opportunity, Title IX Employer  
Application for Classified Employment

☐ **Food Service Operator**

☐ **Food Service Asst. Manager**

☐ **Food Service Manager**

☐ **Maintenance**

☐ **Bus Monitor**

**District Office use only:**

Test Date: \_\_\_\_\_

**Scores:**

Reading: \_\_\_\_\_

Math: \_\_\_\_\_

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

Social Security Number

Last Name

First Name

Middle Name

Maiden Name

Any former names used

Street or P. O. Box #

City

State

Zip Code

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

In the event of an emergency, please contact: \_\_\_\_\_  
(Name)

(Address)

(Telephone number)

## **Academic and Professional Training**

Name of School

Address

Dates (From/To)

Certificate/Diploma

High School: \_\_\_\_\_

College: \_\_\_\_\_

**Degree:** \_\_\_\_\_ **Associate** \_\_\_\_\_ **Bachelor's** \_\_\_\_\_ **Master's** (*ATTACH COPY OF DEGREE*)

Please list any skills, which you have that are related to the position for which you are applying: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? ☐ Yes ☐ No

Explain: \_\_\_\_\_

Do you have any disabilities or limitations that would prevent you from performing the job duties in the position that you are applying for? ☐ Yes ☐ No

Are you a U.S. Citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No **If no, complete the following:** Current work status: \_\_\_\_\_

Type of Visa: \_\_\_\_\_ Sponsor Type and Name: \_\_\_\_\_ Expiration of Visa: \_\_\_\_\_

Do you have your transportation to get to and from work? \_\_\_\_\_

Will you be willing to work in any location within Florence School District Three? ☐ Yes ☐ No

If no, explain: \_\_\_\_\_

Who referred you to apply for employment with Florence School District Three? \_\_\_\_\_

Have you ever taken the Basic Skills Testing in Florence County School District Three? ☐ Yes ☐ No

If so, when did you take the test? \_\_\_\_\_ What type of job were you applying for? \_\_\_\_\_

Have you been ever employed by Florence County School District Three? ☐ Yes ☐ No

If so, what year were you employed? \_\_\_\_\_ What position? \_\_\_\_\_ \*

**References**  
**(PERSONS QUALIFIED TO EVALUATE YOUR EDUCATION OR EXPERIENCE)**

Names	Address	Telephone number	Position
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Previous Employment**  
(Starting with most recent employment)

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone \_\_\_\_\_

Positions Held: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ Reasons for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone \_\_\_\_\_

Positions Held: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ Reasons for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone \_\_\_\_\_

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**Personal Statement**

Please give a brief statement below regarding your qualifications (strengths and weaknesses). Include comments on the ways in which you feel your training and experiences have contributed to your qualifications for the position you desire. Use an additional sheet of paper if more space is needed.

Applicants are responsible for sending an appropriate Reference Form to each person listed on this application as a reference. Applications will be retained in the active file from October 1 of the current school year through September 30 of the following school year. If you desire to reactive your application, please notify the District Office in writing. Non-reactivated applications will be destroyed after two years.

I hereby certify that the above information has been correctly given. I understand that misrepresentation or omission of actual information may be cause for dismissal should I be employed by Florence School District Three. I also understand that in the course of evaluating this application, Florence District Three will make such inquiries into my past employment and activities as are considered necessary.

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

Date available for employment: \_\_\_\_\_

Florence County School District Three does not discriminate on the basis of sex; race, age, religious, national origin or disability.

**FLORENCE COUNTY SCHOOL DISTRICT THREE  
EQUAL EMPLOYMENT OPPORTUNITY REPORTING AND RESEARCH SURVEY**

Dear Applicant:

The information that is requested in this section is necessary to satisfy Federal Equal Opportunity reporting and research requirements. This information is immediately removed upon receipt and placed in a separate Affirmation Action File. This information is NOT used to evaluate your application.

<hr/>		<hr/>
DATE APPLIED		EMPLOYMENT DESIRED
<hr/>		<hr/>
LAST NAME	FIRST	SOCIAL SECURITY NUMBER
ETHNIC GROUP:	BLACK _____ WHITE _____	HISPANIC _____ ASIAN-AMERICAN _____
	AMERICAN INDIAN _____	OTHER (SPECIFY), _____
SEX:	MALE _____ FEMALE _____	
DATE OF BIRTH:	_____	

Please indicate the referral source, which caused you to apply for employment with Florence County School District Three:

_____ College Placement Office	_____ Newspaper Ad (Specify _____)
_____ Job Service	_____ Community Organization
_____ School District Employee	_____ Special Publication
_____ Walk-In	_____ Other (Specify _____)
_____ Internet	

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SIGNATURE

FLORENCE COUNTY SCHOOL DISTRICT THREE  
P. O. DRAWER 1389  
LAKE CITY, SOUTH CAROLINA 29560  
(843) 374-8652

**PARAPROFESSIONAL REFERENCE FORM**

The person named below is applying for a position as shown. As a part of our employee selection process, we require that an applicant furnish us with ratings of past performance and conduct. **We ask that the references come from persons whom you have worked with or taught you in an educational setting.** The applicant's signature below indicates waiver of the right to see this form; therefore, the information you provide on this form may be considered confidential and for the use of school district administrators who are considering this person for employment. When you have completed the form, please return it to us in the attached self-addressed envelope.

NAME: \_\_\_\_\_  
First Middle Last

POSITION FOR WHICH APPLICANT IS APPLYING: \_\_\_\_\_

NAME OF REFERENCE: \_\_\_\_\_

ADDRESS OF REFERENCE: \_\_\_\_\_

APPLICANT: Many people will not complete this reference unless confidentiality can be assured. If you wish this reference to be confidential, please sign and date the waiver below. All applicants and accompanying records become the property of the district and are not available to candidates.

WAIVER OF ACCESS: I, the undersigned, waive any right to access this reference.

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

1. Outstanding, 2. Above Average, 3. Average, 4. Below Average, 5. Unknown

Personality		Regularity of Attendance	
General Health		Initiative	
Personal Appearance		Job Skills in Position Sought	
Dependability		Ability to Work Independently	
Promptness		Ability to work with Others	

How long and in what capacity have you known the applicant? \_\_\_\_\_

Is the applicant open-minded and receptive to suggestions? \_\_ Yes \_\_ No Could this applicant remain in his/her present position? \_\_ Yes \_\_ No \_\_ N/A. If no, why not? \_\_\_\_\_. If this applicant were applying to you for a similar position and you had a vacancy, would you favor his/her selection? \_\_ Yes \_\_ No

Does this applicant have any physical, social, or other peculiarities or habits, which would make him/her undesirable for the position sought? \_\_\_\_\_

Do you prefer talking to us by phone? \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

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

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

\_\_\_\_\_

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