## Office Use Only (check if present) I-9 Form W-4 Form MW507 From Fingerprint date

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## NON-BENEFITED PERSONNEL EMPLOYMENT APPLICATION

Frederick County Public Schools 191 South East Street, Frederick, MD 21701 301-644-5090 www.fcps.org

Check
Coach
Home Teacher
Lifeguard
Security Guard
Work Study Student

Fingerprint date	301-644-5090 www.fcps.org			Securit  Work S				
Today's date:			Date available:					·
Note: This application will expire one year from today's date. If you wish to be considered for a position after that time, you must submit a new application.								
Positions you are a	Positions you are applying for:							
1.		2.		3				
Are you interested	in: Full-time [ ],	Part-time [ ],	Temporary [ ],	Sub	stitute [	], Vo	lunteer [	]
To be considered you must be able to perform the essential functions of the position(s) for which you have applied. You may ask the Support Personnel Officer for any accommodation needed to participate in the application process.								
						** "		
Name:				20	ocial Secu	rity #		
Address:			City		Sta	ate	Zip C	ode
Home phone:			Work phone:					
Are you 18 years o	or older? Yes [ ]	No [ ]	Current FCP	'S emplo	yee? '	Yes [ ]	No [	]
Have you ever been convicted of a crime, received a verdict of anything other than not guilty, or are you the subject of any pending charges for the commission or attempt to commit a crime? A crime is any act, or failure to act, which was in violation of the laws of the place where the act occurred. Yes [ ] No [ ] If yes, describe the act, when it occurred, the facts and circumstances, and any information pertaining to rehabilitation. (Do not include information on any criminal charges for which the records have been legally expunged. A criminal offense will not necessarily bar employment.)								
Have you ever bee	on an amployee of the Er	adarick County Public	Schools? Yes [	1	No. [ ]			
Have you ever been an employee of the Frederick County Public Schools? Yes [ ] No [ ]  If yes, position and location:								
Dates of employment: to, Supervisor's name:								
	High School	and Location		Las	st Grade C (circle o		Diploma (circle	
1.				g	9, 10, 1	1, 12	yes	no
2.				ģ	9, 10, 1	1, 12	yes	no
Coll	ege, University, Military o	or Trade Schools and L	ocation		Field of S	Study	Degree	Granted
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Please provide a complete en part-time, summer, and volu reserve the right to check wi	ınteer, using ad	ditional sheets if necess	sary. Start with the r			
INCLUSIVE DATES FROM TO			RESS, OF EMPLOYER	PHON	IE	
Please list three (3) referenc Complete mailing address, v			t to your ability to	perform the job for which y	ou have ap	plied.
Name/Relationship:		Address:		Day-time phone:		
Name/Relationship:		Address:		Day-time phone:		
Name/Relationship:		Address:		Day-time phone:		
List extra-curricular activities y	ou would be w	illing to coach or spon	sor			
If employed, why do you wish Have you ever been discharge	•	-				
If yes, please explain Have you previously been em		-				
If yes, please explain Are you under contract for the						
Have you completed the Care	and Prevention	of Athletic Injuries Cour	se?Yes	No		
If yes, Date Complete Education: Do you hold a Mar	ryland teaching	certificate?Yes	No Spe	cial Education certificate?	Yes	No
Give additional information w	vhich will assist	us in arriving at a true	e estimate of your o	qualifications. Include comm	unity involv	ement,

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service organizational work, or other activities which might be appropriate.

Revised 07/12

## THIS APPLICATION IS NOT COMPLETE WITHOUT A SIGNATURE BELOW

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that the Frederick County Board of Education contacts in connection with my employment application to fully provide the Frederick County Board of Education with any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Frederick County Board of Education its agents, officials, or against any provider of such information. I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include Board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Under Maryland law, an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.

I understand that any temporary or substitute position is at-will and of indefinite duration, and that either I or FCPS can terminate that employment at any time with or without notice for any or no reason, and that no agreement to the contrary will be recognized by FCPS unless made in writing and signed by the Support Personnel Officer.

Maryland law also requires that everyone hired by the Frederick County Public Schools be fingerprinted and submit to a criminal background investigation.

I certify that I have read this form in its entirety and that the information herein provided is true, accurate and complete to the best of my knowledge. I understand that, should any statement I have made prove to be false, misleading or erroneous, it may result in the rejection of my application or in my discharge if I am employed. I further understand and agree that acceptance of this application on my part does not constitute an employment agreement.

Applicant's signature

because of race, color, religion, national origin, gender, sexual orientation, or age or against a qualified individual with a disability.  THIS SPACE RESERVED FOR OFFICIAL USE						
APPLICANT CONTACTS						
Date	Comments	Initials				

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Revised 07/12

Date

## PROCESS FOR COMPLETING APPLICATION

This application is to be used for the following positions:

- Coaches (including volunteer and emergency coaches)
- Home Teachers
- Lifeguards
- Security Guards
- Work Study Students

Fully complete the application and return to Human Resources, 191 South East Street, Frederick, MD 21701.

Upon being offered a position *and before working with students, you must be fingerprinted*. Please contact 301-644-5100 for fingerprinting hours.

ALL PERSONS WORKING IN POSITIONS LISTED ABOVE MUST HAVE THIS APPLICATION OF FILE WITH FCPS HUMAN RESOURCES OFFICE.

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