

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

# 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

Today's date:	Date available:
<p>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.</p>	
<p>Positions you are applying for:</p>	
1.	2.
3.	
<p>Are you interested in: Full-time [ ], Part-time [ ], Temporary [ ], Substitute [ ], Volunteer [ ]</p>	
<p>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.</p>	

Name:	Social Security #
Address:	City State Zip Code
Home phone:	Work phone:
Are you 18 years or older? Yes [ ] No [ ]	Current FCPS employee? Yes [ ] No [ ]
<p>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 [ ]</p> <p>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.)</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Have you ever been an employee of the Frederick County Public Schools? Yes [ ] No [ ]</p> <p>If yes, position and location: _____</p> <p>Dates of employment: _____ to _____, Supervisor's name: _____</p>	

High School and Location	Last Grade Completed (circle one)	Diploma Granted (circle one)
1.	9, 10, 11, 12	yes no
2.	9, 10, 11, 12	yes no
College, University, Military or Trade Schools and Location	Field of Study	Degree Granted
1.		
2.		
3.		

Please provide a complete employment history. List all positions held, including military, previous playing and coaching experience, part-time, summer, and volunteer, using additional sheets if necessary. Start with the most current position and work backward. We reserve the right to check with previous employers so please be accurate.

INCLUSIVE DATES FROM TO	KIND OF WORK	NAME, ADDRESS, OF EMPLOYER	PHONE

Please list three (3) references, not related to you, who can attest to your ability to perform the job for which you have applied. Complete mailing address, with zip code, is required.

Name/Relationship:	Address:	Day-time phone:
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List extra-curricular activities you would be willing to coach or sponsor. \_\_\_\_\_

If employed, why do you wish to leave your current position? \_\_\_\_\_

Have you ever been discharged or requested to resign from a position? \_\_\_\_\_

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

Have you previously been employed by Frederick County Public Schools? \_\_\_\_\_

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

Are you under contract for the ensuing school year with a Maryland School system? \_\_\_\_\_

Have you completed the *Care and Prevention of Athletic Injuries* Course?  Yes  No

If yes, Date Completed \_\_\_\_\_ Verification Attached \_\_\_\_\_

Education: Do you hold a Maryland teaching certificate?  Yes  No Special Education certificate?  Yes  No

Give additional information which will assist us in arriving at a true estimate of your qualifications. Include community involvement, service organizational work, or other activities which might be appropriate.



## 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.*