

FRONTIERS

**Extended Day Enrichment Program**

*the after-school program of Rankin County School District*

135 S. College Street ~ Brandon, MS 39042

Phone: (601) 825-9714

Dear Applicant:

Thank you for your interest working for Frontiers! We are always interested in receiving applications and talking to prospective employees. Please read this letter carefully. It will aid you in successfully completing this application and understanding required processes.

**POSITIONS *(all part-time, hourly paid, no benefits)*:**

**High School Assistant: $8.05/hr -** Current High School Seniors ONLY; Daily early dismissal required

**Instructor: $10.01/hr** - High school graduates or older; High School Diploma or GED required

**Substitutes:** **$8.05/hr** - College age & up with schedule conflicts that prevent the applicant from working the required days and hours below

**HOURS:**

**Basic hours for ALL positions are 1:30 pm until 6:00 pm operating on the school calendar**. Actual times will depend on Frontiers site assignment. Conflicts that interfere with these hours may result in only being eligible for a Substitute position.

**PROCESSING:**

**If hired, the following documents are required to complete processing for ALL positions. No one will not be allowed to accompany you during interviews, training sessions, fingerprinting, or processing. Please make necessary arrangements for children, if applicable, or you will be required to reschedule.**

* **High School Diploma or GED** *(Most recent report card for High School Seniors)*
* **A bank/depository account & corresponding voided check:** School district employees are paid via direct deposit - once a month, on the last working day of the month. During processing, applicants must submit a voided check or letter from his or her bank to verify account and routing numbers.
* **Signed social security card:** This must be the ***actual*** card; copies will not be accepted.
* **ONE form of valid/current photo identification from this list:** Driver’s License, State Issued ID card, Passport, College ID card, or Native Tribal Document, if applicable. *(High School applicants who do not possess photo identification must submit their most recent report card.)*
* **Applicants 18 and older:**
	+ **Completion of Background Check and Child Abuse Registry:** We cannot accept background checks performed by any other agency. $40 CASH fee is required.

**APPLICATION TIPS:**

* Be sure to write legibly and complete all required information.
* List **FOUR** references and the required information for each.
* Zones/areas you prefer to work will be considered – not guaranteed. Select all that apply.
* Completed applications may be mailed, emailed, or dropped off at our office. Please call our office for information on emailing applications.
* All applicants will be considered; however, only selected applicants will be interviewed. Applications will be kept on file for one school year.

**For more information, contact us at the number shown above. Thanks again for your interest in Frontiers… We look forward to meeting you!**



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EMLOYMENT APPLICATION FOR CLASSIFIED STAFF

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TODAY’S DATE: \_\_\_\_\_\_ /\_\_\_\_\_\_ / \_\_\_\_\_\_

 **(LAST) (FIRST) (MIDDLE)**

HOME ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(CITY) (STATE) (ZIP)**

MAILING ADDRESS *(if different):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(CITY) (STATE) (ZIP)**

PRIMARY PHONE: (\_\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SECONDARY PHONE: (\_\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EDUCATION

Highest degree earned: [ ] Current High School Senior [ ] High School Diploma [ ] GED [ ] College

High School Attended/Attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Graduation Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Attended/Attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_

Please list majors, degrees, trainings or certifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

WORK AVAILABILITY

NOTE: HIGH SCHOOL SENIORS MUST HAVE EARLY DISMISSAL TO BE CONSIDERED ELIGIBLE FOR EMPLOYMENT.

Date you can start work: \_\_\_\_\_\_ /\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_ Position Desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General work hours are Monday through Friday from 1:30 p.m. to 6:00 p.m. Please list your work availability below *(consider conflicts due to college courses, night classes, other jobs, etc.)*

MONDAY: \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ TUESDAY: \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ WEDNESDAY: \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_

THURSDAY: \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ FRIDAY: \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_

WORK HISTORY

Have you ever been employed with Rankin County School District? [ ] YES [ ] NO

If YES, list position held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Place of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May your current employer be contacted? [ ] YES [ ] NO

If YES, list contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RANKIN COUNTY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF AGE, SEX, RACE, RELIGION, HANDICAP, OR NATIONAL ORIGIN.

**All applicants will be considered; however, only selected applicants will be interviewed.**

**Applications remain on file for duration of the current school year.**

WORK HISTORY *(CONTINUED)*

|  |  |  |  |
| --- | --- | --- | --- |
| PLACE OF EMPLOYMENT | POSITION HELD | REASON FOR LEAVING | DATES OF SERVICE*(Example: 2016 to 2018)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Have you ever been asked to resign, been discharged, or failed to be rehired? [ ] YES [ ] NO If YES, explain:

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

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Have you ever been charged with, or convicted of, a criminal or civil offense, either a misdemeanor or felony?

[ ] YES [ ] NO

*If YES, 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:*

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

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Have you ever been charged with, or arrested, or convicted of, a civil or criminal sexual offense? [ ] YES [ ] NO *If YES, 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:*

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

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Are you a citizen of the United States? [ ] YES [ ] NO

List any specific experience you have in working with children: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Why are you interested in working for Frontiers? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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List anyone you know who currently works for Frontiers or has worked for Frontiers in the past: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Which area(s) can you work? *(Check all that apply)* : [ ] Brandon zone [ ] McLaurin [ ] Northwest Rankin zone

 [ ] Richland zone [ ] Florence zone [ ] Pelahatchie [ ] Pisgah [ ] ANY

REFERENCES

List the following information for FOUR references, including supervisors under whom you have worked. If you do not have work experience, list those who have known you for a long time and can attest to your character. Complete information on each reference is needed to process your application.

\*DO NOT LIST RELATIVES\*

**REFERENCE #1**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE/POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: (\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL YEARS KNOWN: \_\_\_\_\_\_\_\_\_\_\_

**REFERENCE #3**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE/POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: (\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL YEARS KNOWN: \_\_\_\_\_\_\_\_\_\_\_

**REFERENCE #2**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE/POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: (\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL YEARS KNOWN: \_\_\_\_\_\_\_\_\_\_\_

**REFERENCE #4**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE/POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: (\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL YEARS KNOWN: \_\_\_\_\_\_\_\_

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 Rankin County Board of Education and will cooperate fully with the in-service training for improvement as required by Frontiers. I understand that all applicants will be considered; however, only selected applicants will be interviewed. I understand that this application will remain on file for the duration of the current school year and that I may reapply any time thereafter.**

**I give permission for the Rankin County 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, 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 Frontiers. 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 Rankin County School, then Frontiers shall have the right to deny me employment and I do hereby agree to immediately resign from my position/employment and accept immediate termination, without a hearing, the same being hereby waived.**

**I further agree and direct that said agencies, previous employers or companies may release to Rankin County School District any and all personnel files or factual information or written documentation concerning and civil or criminal charge or conviction or facts related thereto as may be on file with such agency.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ /\_\_\_\_\_\_ /\_\_\_\_\_\_

**APPLICANT’S PRINTED NAME APPLICANT’S SIGNATURE TODAY’S DATE**

FOR FRONTIERS USE ONLY:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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