

Application Process for Extended Day Program Positions

(contact person: Thomas Callahan 205-402-5123)

1. Complete and sign the Application for Extended Day Program Positions.
2. Three reference forms completed and signed (at least one should be from a former employer/supervisor, if possible). These forms should be sent directly from your references to the Board of Education. **Do not return them with your application yourself.**

Upon offer of employment:

1. Complete the fingerprint process and obtain a clear background check. Online information about the fingerprint process is available at https://www.aps.gemalto.com/al/index_adeNew.htm. The fingerprint fee is \$46.90 for in-state applicants and \$54.90 for out-of-state applicants. Applicants may pay online during registration using a debit card or credit card or at the fingerprint site with a cashier's check or money order made payable to Gemalto Cogent.
2. Employment Eligibility Form (I-9) and supporting documentation
3. W-4 and A-4 Tax Forms – Completed and signed
4. Direct Deposit Form and voided check OR Direct Deposit Authorization from your bank

Children of part time employees are not eligible for enrollment in the Vestavia Hills City School System unless they live within the city limits of Vestavia Hills.

Vestavia Hills City Schools EDP
1204 Montgomery Highway, Vestavia Hills, AL 35216
 Telephone: (205) 402-5123 FAX (205) 402-5134
An Equal Opportunity Employer

Extended Day Program Application for Employment

Name: _____ **Date:** _____
Last First Middle

Address: Street: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ **Business/Message Phone:** _____

Email (Required): _____ **Social Security Number:** _____

Have you ever been employed by Vestavia Hills City Schools? Yes () No () If yes, year: _____

Education and Professional Data

EDUCATIONAL TRAINING

	High School	Vocational Training/ School	Undergraduate College/University	Graduate/Professional
School Name/Location				
Diploma/Degree and Year of Graduation				
Dates Attended				
Course of Study				

Do you hold a GED? _____ **If yes, give month/year your GED was awarded:** __

	Date	Where	What
Describe any specialized Training, apprenticeship, or internship in which you have participated			
Describe any honors you have received			
Describe any certifications you currently hold			

Employment Experiences (Start with your present or last job. Include any job-related military service assignments. **Include all work experience.**)

1.	Employer:		Dates Employed	Duties Performed:
			Month/Year	
Address:		From:		
		To:		
Telephone		Reason for Leaving:		
Job Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
Supervisor's Name	Daily Work Hours From:	Number of Employees in Organization: _____		
	To:			
2.	Employer:		Dates Employed	Duties Performed:
			Month/Year	
Address:		From:		
		To:		
Telephone		Reason for Leaving:		
Job Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
Supervisor's Name	Daily Work Hours From:	Number of Employees in Organization: _____		
	To:			
3.	Employer:		Dates Employed	Duties Performed:
			Month/Year	
Address:		From:		
		To:		
Telephone		Reason for Leaving:		
Job Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
Supervisor's Name	Daily Work Hours From:	Number of Employees in Organization: _____		
	To:			
4.	Employer:		Dates Employed	Duties Performed:
			Month/Year	
Address:		From:		
		To:		
Telephone		Reason for Leaving:		
Job Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
Supervisor's Name	Daily Work Hours From:	Number of Employees in Organization: _____		
	To:			

Have you been convicted of a crime? _____ No _____ Yes. If yes, attach an explanation of the nature of the crime, place, and date. A conviction record will not necessarily bar you from District employment.

<i>Where Convicted</i>	<i>Name of Court</i>	<i>Date</i>	<i>Nature of Charge</i>	<i>Disposition</i>

PERSONAL REFERENCES (List references who are not related to you. Include previous employers and others who have firsthand knowledge of your personal and professional competencies and skills.)

<i>Name</i>	<i>Official Position</i>	<i>Telephone (include area code)</i>
1.		
2.		
3.		

CERTIFICATION, AUTHORIZATION, AND RELEASE

I hereby certify that all information I have provided in this application is true and correct. I authorize Vestavia Hills City Schools to make an investigation of my personal, educational, vocational and/or employment history. I further authorize any current/former employer, person, firm, corporation, educational or vocational institution, or government agency to provide Vestavia Hills City Schools with information regarding me. I hereby release and discharge Vestavia Hills City Schools and those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that if an offer of employment is made to me, I will provide verification of my certification, education, and experience. References and personal information that become a part of the application will be regarded as confidential and shall not be revealed to me. I understand that any offer of employment that may be made to me is conditional and subject to the acceptable outcome of a criminal history and background information check and the approval of the Vestavia Hills City Board of Education. I also understand that misinformation on this application will result in termination or refusal to hire.

Applicant Signature: _____ **Date:** _____

VESTAVIA HILLS CITY BOARD OF EDUCATION IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Vestavia Hills City Schools (VHCS) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Voluntary Information (Completion of gender/race information is strictly voluntary and gathered in accordance with the settlement of a Unitary Status court case of July 2007.)

Gender: Male Female

Race: Caucasian African-American Hispanic Asian Other

Affirmative Action/Title IX/Section 504/ Americans with Disabilities Act Officer: Dr. Patrick Martin, (205) 402-5100

Vestavia Hills City Schools

Extended Day Program
1204 Montgomery Highway
Vestavia Hills, Alabama 35216
FAX (205) 402-5134

**THIS FORM SHOULD BE RETURNED DIRECTLY TO VHCS EXTENDED DAY PROGRAM VIA FAX OR MAIL.
PLEASE DO NOT RETURN COMPLETED FORM TO APPLICANT.**

EDP Applicant Reference Form

SECTION A

--NOTE: Applicant completes SECTION A.

Reference completes SECTIONS B and C.

APPLICANT'S NAME: _____ I have applied for a substitute position with Vestavia Hills City Schools. I authorize you to provide the information regarding suitability for employment.

SIGNATURE OF APPLICANT: _____ **Date:** _____

SECTION B

Since the employment process cannot be completed until references are on file, please complete this reference form and return it to Vestavia Hills City Schools as soon as possible. Our address and FAX are at the top of this form.

NAME OF REFERENCE: _____ **Phone:** _____

Address: _____

In what capacity have you known the applicant? _____ Employee under my direction _____ Other

Signature of Reference: _____ **Title** _____ **Date:** _____

SECTION C

NOTE: Please rate the applicant in each of the following categories by comparing this individual with others of comparable training and experience	Outstanding	Very Good	Average	Fair	Poor	No Basis for Judgment
Adaptability / Cooperation: Adapts to varying work situations and responsibilities. Understands that change is a typical part of the school day.						
Planning and Organizing: Identifies objectives, designs and implements a plan of action to achieve objectives in a timely manner.						
Enthusiasm: Displays overall optimism and zeal for working with colleagues/students. Develops positive relationships with others.						
Attendance and Punctuality: Punctual and maintains good attendance.						
Initiative: Has the quality of seeing what needs to be done and is judicious in doing it with or without directions.						
Decisiveness / Judgment: Exhibits ability to act and make decisions based on factual information and logical assumptions, which are within the bounds of legal and ethical accepted practice.						
General Appearance: Gives attention to neatness, grooming, and professional attire. Exhibits poise and is an appropriate role model for the school district's educational environment.						
Clarity of Expression: Understands and correctly interprets concepts presented or discussed. Presents and discusses ideas precisely, answers questions clearly. Uses correct grammar with strong verbal communication skills.						
Commitment to Task: Understands the scope and responsibilities of task to be completed; effectively and appropriately completes tasks given.						
Multi-Cultural: Accepts cultural and ethnic differences in students and adults.						

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