

**APPLICATION FOR EMPLOYMENT**

***Substitute Positions***

**Lafayette County School Board**

Return to: Personnel Department

Lafayette County School Board

363 NE Crawford St.

Mayo, FL 32066

*If you need an accommodation to participate in the application/selection process, please notify Human Resources in advance at:*

363 NE Crawford Street  
Mayo, FL 32066  
386-294-1422 or hr@lcsbmail.net

*The School Board of Lafayette County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin, sex, age, disability, marital status, pregnancy, religion, and genetic information. Any person who believes he or she has experienced any such prohibited discrimination may file a complaint with the District Equity Coordinator by calling (386) 294-4137 or the Title IX Coordinator at (386) 294-2889. All written complaints can be sent to the District Equity Coordinator or the Title IX Coordinator at Lafayette County School Board - 363 NE Crawford Street, Mayo, FL 32066.*

**An Equal Employment Opportunity Employer**

**Please Print or Type:** Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address: \_\_\_\_\_

The Lafayette County School District hires only U.S. citizens and lawfully authorized alien workers. If hired you will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S.

Are you legally eligible to work in the United States? \_\_\_ Yes \_\_\_ No

**Positions for which you are applying:**  
*(Please check each position you are applying for)*

- \_\_\_\_\_ Substitute Bus Driver
- \_\_\_\_\_ Substitute Custodian
- \_\_\_\_\_ Substitute Food Service
- \_\_\_\_\_ Substitute Maintenance
- \_\_\_\_\_ Substitute Mechanic
- \_\_\_\_\_ Substitute Teacher/Paraprofessional

**If applying for Substitute Teacher/Paraprofessional, please check preferred grade(s):**

\_\_\_\_\_ All Schools (PK/VPK – Grade 12)

**OR:**

\_\_\_\_\_ Pre-K/VPK – 5<sup>th</sup> Grade

\_\_\_\_\_ Middle School (Grades 6-8)

\_\_\_\_\_ High School (Grades 9-12)

Have you ever been employed by the Lafayette County School Board? \_\_\_ Yes \_\_\_ No. If yes, reason for leaving:

\_\_\_\_\_

Have you ever been dismissed or asked to resign any position (or not been reappointed)?  Yes  No

If yes, explain: \_\_\_\_\_

**Background Check Information:**

LCSD utilizes the Florida Care Provider Background Screening Clearinghouse to access background information on applicants. For additional information please go to [HB531 / FL Clearinghouse | Florida Agency for Health Care Administration](#).

Answer the following indicating yes or no to each question.

- Yes  No 1: Have you ever been arrested or charged with a criminal offense other than a traffic violation? Driving under the Influence (DUI) while intoxicated (DWI) convictions are not minor and must be reported.
- Yes  No 2: Have you ever been found guilty of a criminal offense?
- Yes  No 3: Have you ever had a criminal record sealed?
- Yes  No 4: Have you entered a nolo contendere or no contest plea in a criminal proceeding?
- Yes  No 5: Have you ever had a criminal record expunged?
- Yes  No 6: Have you ever had adjudication withheld in a criminal proceeding?
- Yes  No 7: Are there criminal charges currently pending against you?
- Yes  No 8: Have you ever been imprisoned or jailed in a criminal proceeding?
- Yes  No 9: Have you ever been placed on probation in a criminal proceeding?
- Yes  No 10: Have you ever failed to appear in court or forfeited bond in a criminal proceeding?

If you answered "yes" to any of the above questions regarding your background, provide the information below:

City Where Arrested	State	Date of Arrest	Charge(s)	Disposition(s)

**WORK EXPERIENCE RECORD:** Attach a separate sheet if you need more space

Name, Address & Phone # of Employer	Dates of Employment (From and To)	Supervisor	Job Title/Responsibilities
	FROM: _____ TO: _____		
	FROM: _____ TO: _____		
	FROM: _____ TO: _____		

Explain any gaps in the work experience record: \_\_\_\_\_  
\_\_\_\_\_

Why did you leave your last position or why do you wish to change from your present position?  
\_\_\_\_\_  
\_\_\_\_\_

KNOWLEDGE / SKILLS / ABILITIES: List any knowledge, skills, and/or abilities you possess and believe are relevant to the position you seek, such as operating machines or heavy equipment, computer skills, fluency in language(s), etc.:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:** *(Official transcripts of all college/university grades must be provided. Please ensure accuracy of information provided)*

High School/GED Diploma: \_\_\_\_\_ YES \_\_\_\_\_ NO - Name of School \_\_\_\_\_

College/University Attended	Degree Awarded (if any)	# of Years Attended	GPA
_____	_____	_____	_____
_____	_____	_____	_____

**CERTIFICATION and/or LICENSE:** *(List certification(s) and/or license(s) you hold and provide copies)*

Type	State	Date Issued	Date of Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**References:**

Please give complete names and addresses. Please do not use relatives. Provide professional references if possible.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

