

DATE OF APPLICATION: _____

LEWIS COUNTY SCHOOLS
APPLICATION FOR EMPLOYMENT
CLERICAL

NAME _____

ADDRESS _____

PRIMARY PHONE# _____ CELL # _____

EDUCATION

Please indicate the highest level of education completed:

___1 ___2 ___3 ___4 ___5 ___6 ___7 ___8 ___9 ___10 ___11 ___12

___ GED Certificate ___ Some College ___ BS ___ MA ___ EDS

Have you been convicted of a felony in any state? ☐ Yes ☐ No If so, please provide
accompanying information with this application.

Have you ever been discharged from a position for any reason? ☐ Yes ☐ No If so, please provide
accompanying information with this application.

JOB-RELATED EXPERIENCE

___ Computer Skills/Data Processing

___ Microsoft Applications (Word, Excel, etc)

___ Office Machines (Copy, fax, etc)

___ Working with children

___ Working with special needs children/adults

___ Other Explain: _____

EMPLOYMENT EXPERIENCE

Employer

From/To (Mo.& Yr)

Duties

REFERENCES (No Relative References will be accepted)

Name

Relationship

Phone and/or Email

I certify that the information given by me in this application is true and complete and that I am physically able to perform the duties as outlined in the attached job description in the performance of the position for which I may be employed.

Furthermore, I am aware that should investigation show any falsification, I will not be considered for employment, or if employed, I will be dismissed and disqualified from future consideration. I hereby authorize Lewis County Schools to make all necessary investigations concerning me or my actions. I further authorize each former employer, educational institution, or organization (including law enforcement agencies) to provide all information that may be sought in connection with this application.

I recognize that, if I am employed, I will be required to submit to a TBI background investigation and fingerprinting and that I will be required to pay the cost of those investigations. I understand that my employment is contingent upon satisfactory background check results. If I am employed, I understand that the cost of the TBI background check will be deducted from my first payroll check and that I will be reimbursed by the Lewis County Board of Education for such fees upon completion of my six (6) month probationary period.

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Lewis County Board of Education, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

PLEASE READ CAREFULLY BEFORE SIGNING:

“Knowingly falsifying information required by TCA 49-5-406(a)(1) shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution”

Signature of Applicant

Date

NOTE: THIS DOCUMENT WILL BE RETAINED BY LEWIS COUNTY BOARD OF EDUCATION FOR ONE (1) YEAR FROM THE DATE OF THE APPLICATION AND ALL OUT-OF-DATE APPLICATIONS WILL BE DESTROYED AFTER THAT TIME.

Lewis County Schools is committed to the principles of equal opportunity, equal access, and affirmative action. Discrimination on the basis of age, race, sex, color, religion, national origin, disability, or any other non-merit factor is prohibited. Lewis County Board Policy complies with State and Local Employment Policies, State Employment Law, and Federal Fair Labor Standards (FLSA). Lewis County Schools is a “Drug-Free” workplace.

LEWIS COUNTY BOARD OF EDUCATION

JOB DESCRIPTION

POSITION: School Secretary/Receptionist

DIRECT SUPERVISOR: Principal of School

SYSTEM CONSULTING: Penelope Tharp/Michaelena Kelley

SYSTEM SUPPORT: Allen Trull, Support Staff Director

FLSA CLASSIFICATION: NON-EXEMPT

The Secretary/Receptionist will be required to conduct the following duties on a regular basis or as needed. This list is not all-inclusive and may be expanded as necessary.

Essential Functions:

- Greet and sign-in/out visitors and vendors
- Answer the phones
- Forward messages to students/teachers
- Manage the Book Store
- Sort mail and place in proper mail boxes
- Dispense first aid materials, as permitted
- Admit tardy students and/or handle re-admittance slips
- Record early dismissals and absentees
- Collect teacher reports and forms when due
- Prepare and distribute daily absentee and announcement reports
- General office duties (copies, faxes, typing, filing, etc.)
- Prepare and maintain office supplies/equipment inventory
- Contact parents when necessary
- Arrange for pick up of student assignments for absentees
- Collect and log monies received
- Ensure confidentiality of student records as required by FERPA

Other Duties:

- Light housekeeping
- Other duties as assigned by the Principal

Physical Requirements:

- Prolonged sitting and typing; visual computer usage; walking; standing; bending and stooping; moderate overhead lifting and carrying 25 pounds or more

Interpersonal Skills:

- Interact in a professional and respectful manner with students, faculty members, parents, and support staff personnel
- Loyalty to school system and discretion in all school-related matters

Work Schedule:

- **190 Days (in full school calendar year)**
- 7 ½ hours per work day
- Work schedule to be determined by school principal

Time Keeping Records:

- Submit monthly time sheet to Direct Supervisor on or before the specified payroll date

I hereby certify that I understand and am able to perform the above-described duties.

Employee

Date