



P.O. Box 1789  
1342 Highway 254  
Cleveland, GA 30528  
Phone: 706-865-2141  
Toll Free: 866-812-7372  
Fax: 706-865-6748

Sandy Addis, Director

## APPLICATION PROCEDURE - CLASSIFIED ALPINE

Thank you for expressing an interest in Pioneer Regional Educational Service Agency's Georgia Network for Educational and Therapeutic Support - Alpine Program. A complete and current application is necessary for consideration of employment.

Interviews for fall placement at the Alpine Center normally begin in March of each year and continue throughout the summer months. When a specific or anticipated Alpine Center vacancy exists, applications on file will be reviewed and selected candidates will be invited to interview.

Please note - due to the high number of applications received, general interviews cannot be granted. Your application and qualifications will be carefully reviewed and considered in light of our needs.

### APPLICATION CHECKLIST

- Completed application form     Copies of certificates
- Three references, using pages six thru eight (6-8) of this application packet

Beginning paraprofessionals may obtain references from:

- a. high school counselor or teacher
- b. previous employer(s)
- c. former colleagues

Experienced paraprofessionals may obtain references from:

- a. immediate past principal or supervisor
- b. previous employer(s)
- c. former colleagues

#### ALPINE APPLICANTS:

Return your completed application packet to:

Marlene Hunter, HR  
Alpine Program  
P.O. Box 2459  
Gainesville, GA 30501

Please contact either Ms. Marlene Hunter at 770-532-9981 ext. 10 for additional information or clarification of these application procedures. Your application will remain in our active file for two years from the date received. Thank you.

Working Collaboratively with: Banks • Dawson • Franklin • Gainesville City • Habersham • Hall • Hart • Lumpkin • Rabun  
Stephens • Towns • Union • White • North Georgia College and State University • Gainesville State College  
Lanier Technical College • North Georgia Technical College • Northeast Georgia Regional Library System  
Mountain Education Center High School



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## CLASSIFIED EMPLOYMENT APPLICATION

DATE OF APPLICATION \_\_\_\_\_ DATE AVAILABLE FOR EMPLOYMENT \_\_\_\_\_

### General Instructions

1. In order for us to consider your application for employment, we must have all information requested.
2. Print all information except handwritten Section III.
3. You must sign this application.
4. You must attach a current resume to this application.
5. You must give a Reference Form to each reference listed in Section V.
6. Georgia law requires fingerprinting and background checks of newly employed personnel.

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Street Address \_\_\_\_\_

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

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### Alpine Position Desired:

- Administrative Assistant                       Secretary/Receptionist
- Support Staff                                               Paraprofessional

Pioneer RESA is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age, or disability.

### Interviewed by: Signature & Date

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**I. EMPLOYMENT RECORD**

List **all** previous work experience beginning with the most recent employer. Please include both educational and non-educational work experience.

Note: Attached resume **cannot** substitute for completing this information.

Employer Name & Complete Address (including zip code)	Dates Worked	Position	Reason for Leaving
Military Service (Branch)	Dates From/To	Rank	

**Yes No**

Did you leave military service with an Honorable discharge?

**II. EDUCATION**

Note: Paraprofessional applicants must include official transcripts for all education above high school level.

Name of Institution	Dates Attended	Degree Earned	Major	Minor



**IV. GENERAL INFORMATION CONTINUED**

**Yes No**

- Have you ever been convicted by federal, state or other law enforcement authorities or pleaded nolo contendere for violation of any federal law, state law, county or municipal law, regulation or ordinance? A conviction or plea of nolo contendere will not automatically disqualify an applicant from employment. YOU MUST INCLUDE ANY OFFENSE FOR WHICH A FINE OF \$100 OR MORE WAS IMPOSED. DO NOT INCLUDE ANY OFFENSE THAT OCCURRED BEFORE YOUR EIGHTEENTH BIRTHDAY.

*If the answer to the above question is yes, you must complete the following:*

Type of Offense	Date	Name of Law Enforcement Authority	Disposition (Outcome)

**V. REFERENCES**

List the last three (3) supervisors under whom you have worked. These references may be contacted by our agency unless otherwise noted. Do not include friends or relatives.

Name	Complete Address (including zip code)	Contact Number

**VI. APPLICANT'S AUTHORIZATION STATEMENT**

I understand that the application, references and other data are the property of Pioneer Regional Educational Service Agency (RESA) and cannot be returned. By filling out an Application for Employment with the Pioneer RESA, I agree, if employed, to abide by all the policies set forth by the Pioneer RESA Board of Control. I authorize full investigation of the information given in this application and consent to a representative of Pioneer RESA contacting my references, previous employers, schools attended, court officials, and law enforcement authorities and other individuals. I authorize all employers, persons, schools, corporations, agencies or other entities to release information concerning me and I hereby release those parties from any and all liability whatsoever for providing such information. I understand that Pioneer RESA may investigate sources or references other than those given in this application. I acknowledge that all references obtained will be confidential information. No promises of employment have been made to me. I also understand that any misstatement or omission of any information requested throughout the application and interview process shall be a reason for non-employment or dismissal from employment.

\_\_\_\_\_  
 APPLICANT'S ORIGINAL SIGNATURE

\_\_\_\_\_  
 DATE

## Pioneer Regional Educational Service Agency Reference Form for Classified Employment

Reference Name \_\_\_\_\_ Company \_\_\_\_\_

The applicant listed below has submitted an application for a position with Pioneer Regional Educational Service Agency. This is confidential information and will not be shared with the applicant or a third party outside our agency.

**PLEASE DO NOT RETURN THIS FORM TO THE APPLICANT.**

Please complete this form and return it immediately to the following:

Ms. Marlene Hunter, HR	Fax: (770) 532-6386
Alpine Program	Phone: (770) 532-9981
P.O. Box 2459	Email: mhunter@pioneerresa.org
Gainesville, GA 30501	

Applicant's Name: \_\_\_\_\_ Position Desired: \_\_\_\_\_

Qualifications	Not Observed	Poor	Fair	Average	Good	Superior
Quality of work						
Quantity of work						
Initiative						
Cooperative						
Professional Maturity/Judgment						
Punctuality/Attendance						
Care and Use of supplies and equipment						
Willingness to accept additional responsibilities						
Communication Skills: Language Usage, verbal/written						
Organizational Skills: Promptness, Neatness, Accuracy with records/reports						
Employee Relations: Respect, Understanding, Cooperation						
Personal Qualities: Voice, Poise, Friendliness, Enthusiasm, Flexibility						
Personal Appearance: Dress, Grooming, Impression						
Appropriate Role Model: Moral influence in work place and community						

Would you hire/rehire this applicant?  Yes  No

How long have you know this applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Work Phone \_\_\_\_\_

Date \_\_\_\_\_

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\_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Work Phone \_\_\_\_\_

Date \_\_\_\_\_