



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 RESA

Thank you for expressing an interest in Pioneer Regional Educational Service Agency. A complete and current application is necessary for consideration of employment.

Please print this application in its entirety and follow the General Instructions on page 2.

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 need.

APPLICATION CHECKLIST

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

Please contact Ms. Brenda Winder, at 1-866-812-7372 ext. 222 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.

RESA APPLICANTS:

Return your completed application packet to:

Brenda Winder, HR Director
Pioneer RESA
P.O. Box 1789
Cleveland, GA 30528



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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 _____

RESA Position Desired:

Consultant - Area _____

Administrative Assistant

Support Staff

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. Brenda Winder, HR Director
Pioneer RESA
P.O. Box 1789
Cleveland, GA 30528

Fax: (706) 865-6748
Phone: (706) 865-2141
Email: bwinder@pioneerresa.org

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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