





## OFFICE SKILLS

Please check any of the following secretarial skills in which you are proficient.

\_\_\_\_\_ Keyboarding (WPM)

\_\_\_\_\_ Record Keeping

\_\_\_\_\_ Shorthand (WPM)

\_\_\_\_\_ Office Accounting

\_\_\_\_\_ Word Processing

\_\_\_\_\_ Computer Programs (*List Below*)

Other \_\_\_\_\_

\_\_\_\_\_

List office machines you can operate:

\_\_\_\_\_

## HOBBIES/SPECIAL INTERESTS

Please list your hobbies or special interests:

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

(Please List Three)

	<u>Name</u>	<u>Address</u>	<u>Phone</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

The following information is **STRICTLY VOLUNTARY**. The information is used **ONLY** for statistical purposes.

### RACE/ETHNIC ORIGIN

- |   |   |                                   |
|---|---|-----------------------------------|
| <input type="checkbox"/> White/Caucasian                | <input type="checkbox"/> African American       | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian/Pacific Islander |                                   |

**I UNDERSTAND THAT STATE LAW REQUIRES A CRIMINAL RECORD CHECK AS A CONDITION FOR EMPLOYMENT. I understand that my application is the property of the Rowan County Board of Education and if my application is not updated within a period of three years from the date it was submitted, it will be discarded from the files of the Rowan County Board of Education.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **REQUIREMENTS FOR BUS DRIVER**

## **Bus Driver**

Thank you for applying for a bus driver position for Rowan County Schools. Bus drivers are an intricate link in the success of our school's education system, and we believe you will appreciate the high standards we seek in our bus drivers. No one shall be employed to drive a school bus who does not have a clean five- year-driving history, is not in good physical and mental health, or who has a communicable or contagious disease and who does not possess all his/her limbs. HE/SHE SHALL HAVE NORMAL USE OF BOTH EYES, BOTH HANDS, BOTH FEET, AND BOTH EARS. Each driver must present a health certificate each year concerning his/her physical condition. The certificate must be signed by a doctor or local health officer.

Because of the vast differences between operating an automobile and a regular school bus loaded with students, the driver shall satisfy the employing authority of his/her ability to drive a school bus. This may be done by filing with the board evidence of his/her driving experience.

The driver shall be required to keep CLEAN AND NEAT while operating a school bus.

A copy of the high school diploma or GED is to be filed with the central office.

The driver shall be required to complete eighteen hours of classroom training plus driving time by a Kentucky certified instructor and obtain a Class B Commercial Drivers License with airbrake and passenger endorsement prior to employment.

No personnel shall be employed or kept in service as a driver of a school bus who uses intoxicating liquors or drugs. He/she shall not use tobacco while in the bus or on the school grounds, and he/she shall refrain from the use of profane and indecent language.

The bus must be kept CLEAN.

## **BUS DRIVER AUTHORIZATION FORM**

I, \_\_\_\_\_, hereby authorize the Transportation Cabinet, Division of Driver Licensing, to release a five-year driving history as prescribed and defined by 702 KAR 5:080, Section (2). This information shall be released to Rowan County Board of Education, 415 W. Sun Street, Morehead, KY 40351. The said information shall be used for consideration in determining if I qualify for employment in the Rowan County School District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date