

**Crowley's Ridge Educational Service Cooperative**

**1606 Pine Grove Lane**

**Harrisburg, AR 72432**

**Fax # 870-578-5896**

**Classified Employee Application**

**DATE OF APPLICATION:** \_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the CRESC to recruit, hire and promote persons in all jobs classifications without regard to race, color, religion, gender, age, national origin, or handicap. All active, qualified applications will receive continuing consideration for appropriate vacancies as they occur. Please let us know when you are no longer available.

**POSITION(S) FOR WHICH YOU ARE APPLYING:**

- \*Classroom Assistant ABC
- \*Classroom Assistant Early Childhood Special Education
- Bookkeeper
- Secretary/Administrative Assistant
- Substitute
- Technology
- Other \_\_\_\_\_

\*Requires one or more of the following: An Associates of Arts Degree – Two years of College – Pass a mandatory exam.

**I. PERSONAL DATA**

LEGAL NAME (As it appears on your Social Security Card)

\_\_\_\_\_  
(Last)                      (First)                      (Middle)                      (Social Security Number)

**ADDRESS AND TELEPHONE NUMBERS:**

\_\_\_\_\_  
(Street/P.O. Box)

\_\_\_\_\_  
(Cell Telephone)

\_\_\_\_\_  
(City)                      (State)                      (Zip Code)

\_\_\_\_\_  
(Work Telephone)

**HAVE YOU PREVIOUSLY WORKED AT CROWLEY’S RIDGE EDUCATION SERVICE COOPEATIVE?**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If “Yes” list, the position held and years you worked:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever left employment at CRESC before completion of a contract year(s)?

\_\_\_\_\_

**HAVE YOU PREVIOUSLY WORKED IN ANY OF THE FOLLOWING:**

Arkansas Public Schools      \_\_\_ Yes      \_\_\_ No      Dates \_\_\_\_\_

Arkansas State Agency      \_\_\_ Yes      \_\_\_ No      Dates \_\_\_\_\_

Arkansas Highway Dept.      \_\_\_ Yes      \_\_\_ No      Dates \_\_\_\_\_

Arkansas State Police      \_\_\_ Yes      \_\_\_ No      Dates \_\_\_\_\_

Private Schools      \_\_\_ Yes      \_\_\_ No      Dates \_\_\_\_\_

Out-of-State Service      \_\_\_ Yes      \_\_\_ No      Dates \_\_\_\_\_

Active Military Service      \_\_\_ Yes      \_\_\_ No      Dates \_\_\_\_\_

College or University      \_\_\_ Yes      \_\_\_ No      Dates \_\_\_\_\_

Arkansas Educational Co-op      \_\_\_ Yes      \_\_\_ No      Dates \_\_\_\_\_

Have you ever been a member of the Arkansas Teacher Retirement System?      \_\_\_ Yes      \_\_\_ No

Have you ever received a refund or currently receiving any type of retirement benefits?

\_\_\_ Yes      \_\_\_ No

If “Yes”, what type of benefits?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GIVE A DATE YOU EXPECT TO BE AVAILABLE FOR EMPLOYMENT:**

Immediately \_\_\_\_\_ After 2-week notice \_\_\_\_\_ Other \_\_\_\_\_

Will you provide documentation that verifies your eligibility to work in the United States?

Yes  No

Have you ever been convicted of a Felony?

Yes  No

Do you have any reason to believe that you may not be able to perform all the essential duties required by the position for which you are applying?

Yes  No

If "Yes", please explain:

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Are you employed at the present time?

Yes  No

Why do you wish to leave your present position?

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Why do you wish to work here? \_\_\_\_\_

What salary are you receiving now? \_\_\_\_\_

Are you a veteran of the U.S. Armed Services?  Yes  No

Are you a veteran with a service connected disability?  Yes  No

Are you the unmarried spouse of a deceased veteran?  Yes  No

<b>II. EDUCATION</b>
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SCHOOL NAME	CITY & STATE	DATES ATTENDED	DIPLOMA/DEGREE
(High School)			
(College/University)			

(Business/Trade)			
(Other)			

Note: Please attach a copy of any documentation that verifies your qualifications. (I.E., certificates, licenses, transcripts, etc.)

**III. EMPLOYMENT HISTORY**

Use additional pages as necessary to provide a complete work history.

<b>From Month/Year</b>	<b>To Month/Year</b>	<b>Number of Years</b>	<b>Name &amp; Address of Employer</b>	<b>Telephone Number</b>	<b>Type of Position Held</b>

**IV. QUALIFICATIONS**

List any additional information you think would be helpful concerning your knowledge, skills, experience and qualifications related to the position for which you are applying:

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**V. REFERENCES**

Please provide a minimum of (3) references. They should be able to verify your work skills, work history and/or personal character traits.

Full Name of Reference/Their Position	Address	Telephone Number	Position You Held

**VI. AGREEMENT**

“I hereby certify that the above information, to the best of my knowledge, is true, accurate and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment.” “Furthermore, it is understood that this application and records become the property of Crowley’s Ridge Educational Service Cooperative which reserves the right to retain or discard it.

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Signature of Applicant

Arkansas law requires a criminal background check and a Child Maltreatment Central Registry check to be completed on all new employees. Official forms will be provided to the applicant upon employment and applicant shall be responsible for the payment of any and all fees associated with the check. Safety sensitive positions require a negative drug screen.

The following documentation is required for veterans as applicable to indicated status:

\_\_\_ Form DD-214 indicating honorable discharge

\_\_\_ A letter dated within the last six months from the applicant’s command indicating years of service in the National Guard or Reserve Forces

\_\_\_ The applicant’s current status in the National Guard of Reserve Forces should be included in the above letter.

- \_\_\_ Marriage license
- \_\_\_ Death certificate
- \_\_\_ Disability letter form the Veteran's Administration

**“I hereby authorize CRESC to conduct work history, personal reference, or police inquiries to determent my acceptability for employment.”**

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Signature of Applicant

**APPLICATION PROCESS AND GUIDELINES:**

- A. Your application will be reviewed and placed in our active files (by job title) for consideration. Applications should be complete and include all the information requested at the time of submission.
- B. A limited number of applicants may be interviewed.
- C. If you are not selected for employment, your application will remain in the cooperative's files until June 30 of the following year. After that date, unless we hear from you, the application and all attachments will be inactive.
- D. After you submit your application to the personnel office, it is not necessary for you to contact the personnel office unless you want to notify us of a change in your name, address, telephone number or credentials, or to request withdrawal or renewal of your application.
- E. If you wish to apply for a different vacancy, notify personnel department in writing of the position for which you wish to apply.
- F. Please note that it is the responsibility of the applicant to see that all written references are filed with their application.
- G. The application (and supplements) becomes the property of CRESC upon submission, and the applicant releases all rights to retrieve it or any portion of its contents.
- H. Veterans, Disabled Veterans, Unmarried Spouses of Deceased Veterans have preferred status.