

Application link - <https://schooljobs.dpi.state.nc.us/>

JCBE Policy No. 5050

Effective Date: April 11, 1995

CRIMINAL RECORDS CHECKS

Effective June 1, 1995, applicants will be asked to consent to a criminal records check. Failure to consent to said check will prevent further consideration of the application for employment in Johnston County Schools.

Applicants who have begun their employment will be temporary employees pending the review of the criminal records check. Decisions whether to deny employment based on criminal records review will be made on a case-by-case basis by the Assistant Superintendent for Human Resources and the Superintendent. Applicants have the right to review and challenge any negative information that might adversely impact a decision to offer employment.

A criminal records check also may be conducted on a random, rotating or for-cause basis for current employees.

Information obtained during the implementation of this policy shall be kept confidential to the extent required by law. Procedures for implementing this policy will be developed and administered by the Superintendent.

Applicant Consent Form Pre-Employment Criminal Records Review

I, the undersigned applicant for employment, understand that as part of its pre-employment process, the Johnston County Schools System requires that I submit to a criminal record review. The district has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information.

I do hereby voluntarily consent to the criminal records review and to the district's use of any information provided during the application process in performing the criminal history check

Name: *(Please Print)* _____

Signature: _____

Date: _____

Legal References: G.S. 114-19.2, G.S. 115C-332, and Title 16, N.C.A.C. 6C.0313

Adopted by Johnston County Board of Education: April 11, 1995
Amended February 8, 2005

4014 EXTENSION

Johnston County Schools
Equal Opportunity Information

Date _____

Name _____
Last First Middle/Maiden

Address _____

City _____ State _____ Zip _____

Phone # (_____) _____ Driver's License # _____

Position Applied for _____ Certification (if Applicable) _____

Race Caucasian or White Hispanic Asian or Pacific Islander
 African American or Black Native American or Indian Other _____

Sex Male Female

Date of Birth _____ Social Security # _____

PLEASE SUBMIT THIS INFORMATION WITH YOUR APPLICATION

The Johnston County School System is an Equal Opportunity Employer. The information requested here is to be used for statistical purposes only. This information is filed separately from the application.

HUMAN RESOURCES – JOHNSTON COUNTY SCHOOLS

PO BOX 1336
 SMITHFIELD, NC 27577
 PHONE: 919-934-6031
 FAX: 919-989-1095

TO THE APPLICANT: Complete the applicant section and direct this form to one of the individuals you have selected as a reference on your application.

Applicant's Full Name: _____ SSN _____ - _____ - _____

Applicant's Address: _____

_____ Phone _____ / _____

Applying For Position As: _____

TO THE REFERENCING INDIVIDUAL: Please respond to each of the areas below, giving your candid opinion of the applicant's qualifications for the position indicated above. Thank you for your assistance.

<i>Please check the level at which the applicant consistently performs.</i>	Superior	Satisfactory	Unsatisfactory
QUANTITY – Amount of work individual does in a workday.			
QUALITY OF WORK – Accuracy/completeness/correctness of work			
KNOWLEDGE OF WORK – Information needed for satisfactory performance			
INITIATIVE – Desire to attain goals and to achieve			
DEPENDABILITY – Ability to do required job with minimum supervision			
ATTENDANCE – Coming to work daily and conforming to hours			
RELATIONSHIP WITH OTHERS – How employee gets along with others			
PERSONAL HABITS – Personal appearance and housekeeping			
CHARACTER – General conduct, ethics, and morals			
OVERALL EVALUATION – In comparison with other employees			

Special Strengths _____

Weakness(es) _____

In what capacity have you known the applicant? _____

If you were personally responsible, would you recommend the employment of this applicant? _____

Other Comments _____

Name (Please print.) _____ Date _____

Signature _____

Positions _____

Address _____

Work Phone _____ / _____ Home Phone _____ / _____

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