

# HOWARD COUNTY PUBLIC SCHOOL SYSTEM

## SUPPORT SERVICES APPLICATION PROCESS

Thank you for your interest in employment with the Howard County Public School System. The Support Services application is a general application that can be used for any of the following positions: Secretarial/Clerical, Paraeducator, Student Assistant, Health Assistant, Security Assistant, Food Service, Maintenance, Grounds, Warehouse, Sign Language Interpreter, and Custodian. There are different minimum requirements for each position.

Applicants must have a completed application and supporting documents to be considered for employment.

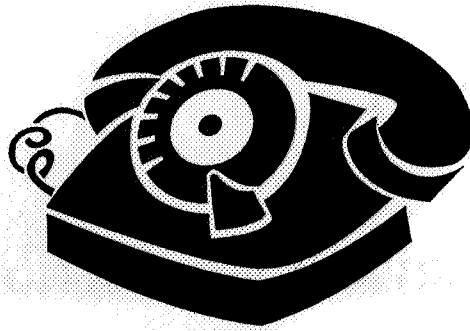
### REQUIRED MATERIALS FOR A COMPLETE APPLICATION

1. **Application Packet:** Thoroughly complete the application packet accounting for all periods of employment and unemployment.
2. **Laws Statement:** Read and sign the forms concerning acknowledgement of the employment laws regarding a drug-free work place, lie detector tests, fingerprinting, etc.
3. **References:** Complete the top section of the reference forms, sign, and mail to your previous employers. References must be returned to the Office of Human Resources from the employer by mail or hand-delivered in a sealed envelope on the company stationery. Personal references will be accepted if you do not have recent work history.

**Education:** Submit verification of completion of high school from an accredited U.S. high school or comparable education. Acceptable documents include a transcript verifying graduation from high school or college, a copy of your high school diploma, GED or college degree. If you received a degree or attended school outside of the approved United States or United States Territories, you must have your credentials evaluated by an independent agency. A list of approved agencies that evaluate foreign credentials can be obtained by contacting the Office of Human Resources.

4. **Licenses (for Health Assistant only):** Submit verification of current First Aid, CPR, CNA or a copy of current RN/LPN license.
5. **Criminal Background Investigation Form**
6. **Important Information for Applicants With Service in the Maryland State Retirement System**
7. **Applicant Population Record**

**JOB LINE (24 Hours) 410-313-6643**



## **Frequently Asked Questions**

### **How do I find out about vacancies?**

Most vacancies are announced on the **Job Line (410-313-6643)** and **posted** in the Office of Human Resources. Applicants should review the job description for each position for minimum requirements. Copies of the job descriptions are available in the Office of Human Resources. Applicants must meet the minimum requirements in order to be considered for the vacancy.

### **I submitted my complete application. How do I apply for vacant positions?**

Once a vacancy is advertised, applicants must complete a **Vacancy Interest Form**. Vacancy Interest Forms must be received by the Office of Human Resources prior to the close of business of the closing date for the specific vacancy. Vacancy Interest Forms received after the close of the business of the closing date for the specific vacancy will not be considered. Candidates must have completed an application to be considered for a position.

A separate Vacancy Interest Form is required for **each** position for which you are applying, even if it is in the same location. Vacancy Interest Forms should not list more than one position on the same form.

A copy of the Vacancy Interest Form is included in the application packet. You may make photocopies of this form or request additional forms from the Office of Human Resources.

### **How long will my application be kept on file?**

All applications are kept in our active files for **two years** from the date the application was received in the Office of Human Resources.

## **Important Things to Remember**

- 1. File a complete application with the Office of Human Resources.**
- 2. Submit all required materials.**
- 3. Check the Job Line and/or bulletin board in the Office of Human Resources for a list of vacancies.**
- 4. Submit a Vacancy Interest Form for each position and specific location.**
- 5. Call the Office of Human Resources (410-313-6693) if you have any questions.**

## VACANCY INTEREST FORM

This form is to be used only if you have completed the application process for Support Services and your application is active in the Office of Human Resources. This form should be returned to the Office of Human Resources. A **separate** Vacancy Interest Form is required for **each position and location** for which you are applying, even if the positions are in the same location. An incomplete Vacancy Interest Form will not be considered for a vacancy.

**PLEASE PRINT CLEARLY OR TYPE**

Position Vacancy Title: \_\_\_\_\_

Position Vacancy Location: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone # (home): \_\_\_\_\_ Telephone # (business/cell): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Have you ever been employed by the Howard County School System? (circle one) No Yes

If "Yes," Position: \_\_\_\_\_ Last year worked: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Are you currently employed by the Howard County Public School System? (circle one) No Yes

If you are employed by the Howard County Public School System, complete the following:

Position: \_\_\_\_\_ Location: \_\_\_\_\_

If you are not currently employed by the Howard County School System, when did you file your **Support Services** application? \_\_\_\_\_

**(For Assistants Only)**

Education level (circle highest level): HS Diploma/GED Some college AA degree BA/BS

List relevant work experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_