

## ADMINISTRATIVE ASSISTANT/BOOKKEEPER APPLICATION

Name: \_\_\_\_\_

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

Street

City

State

Zip

Phone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

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

### SKILLS:

Bookkeeping Yes \_\_\_\_\_ No \_\_\_\_\_

Computer Yes \_\_\_\_\_ No \_\_\_\_\_

Filing Yes \_\_\_\_\_ No \_\_\_\_\_

**VERIFICATION OF HIGH SCHOOL DIPLOMA, GED, OR COLLEGE TRANSCRIPTS MUST BE ATTACHED**

### EDUCATION:

School Name Address Year Graduated


Are you currently employed: \_\_\_\_\_ If yes, where \_\_\_\_\_

### EXPERIENCE:

Company Address Position Held


### REFERENCES:

Name Position Phone Number


**\*ALL INITIAL EMPLOYEES WILL BE REQUIRED TO HAVE A PHYSICAL EXAMINATION AND BACKGROUND CHECK \***

**READ THE FOLLOWING STATEMENTS AND CIRCLE "HAVE" OR "HAVE NOT":**

I hereby certify that I **(HAVE) (HAVE NOT)** been convicted of a misdemeanor or a felony in ANY state of the United States. If "Have" is indicated, explain fully the details of each such conviction on the back of this application.

I certify all statements made in this application are true and complete, and that any misstatements of material facts will subject me to disqualification or dismissal. In submitting this application for employment, I authorize an investigation of all statements contained therein. I authorize any persons, organization and any educational institution attended as stated or otherwise, to furnish the Cocke County Schools any information they have concerning me, whether on record or not, and I hereby release all persons, organizations, and institutions from claims for damages or otherwise by reason of furnishing such information.

Effective as of January 1, 2000, the accuracy of the information on this application is required to be verified by fingerprint criminal history records check conducted by the Tennessee Bureau of Investigation pursuant to Tennessee Code Annotated section 49-5-413 as amended. You are not required to disclose parking or moving traffic violation if the maximum sanction provided by law for such violation does not include a period of confinement. You will be required to pay the costs incurred in conducting this background investigation.

**\*\***Knowingly falsifying information required by Section 49-5-406(a)(1) shall be sufficient grounds for termination of employment and shall constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.

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Signature

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Date

**THE COCKE COUNTY BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER**