



#### **EMPLOYMENT PROCEDURES - NON-CERTIFIED INSTRUCTIONS FOR COMPLETING THE ONLINE APPLICATION**

Download (save) the non-certified application to your computer. This application is set up in a “form” format. To complete the application, place your cursor in the first field to begin typing. To advance to the next field, please press the “Tab” key.

**Please send your application complete with signature to (references may be either faxed or mailed):**

Rock Hill Schools of York County District Three  
Attn: Personnel  
PO Box 10072  
Rock Hill, SC 29731  
803-981-1024

**Or you may fax a completed application to: 803-981-1025 (Fax)**

#### **Article I. APPLICATION PROCESS**

All applicants must complete an employment application and submit all requested information before being considered for a position. Applicants are encouraged to include a cover letter and resume. Information to be included with the completed application includes:

- Three favorable references (preferably from previous supervisors, co-workers, etc.); references from relatives will not be accepted
- Official college transcript, if college/university information is listed

Criteria used in the application screening process include consideration of the applicant’s educational background, training, previous experiences, abilities, and communication skills. The interview process provides additional information about experiences, abilities and communication skills. Once a completed application is submitted, applicants are encouraged to check the district website ([www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us)) for available vacancies. Applicants should contact the Personnel Department at 803-981-1024 to indicate an interest in specific vacancies. Applicants **should not** contact building administrators directly. Administrators with specific vacancies will contact applicants for an interview.

#### **Article II. EMPLOYMENT PROCESS**

##### **Non-Certified Full-time Employees:**

The following procedure is utilized in the employment of non-certified personnel in Rock Hill Schools of York County District Three.

- Administrators complete the interview process and make recommendation for employment to the Chief Personnel Officer.
- The Chief Personnel Officer requests a criminal background report from SLED (South Carolina Law Enforcement Division) or a third-party consumer reporting agency.
- The recommendation is submitted to the Superintendent and the Board of Trustees for approval. An At-Will Employment Agreement is then offered to the selected individual(s).
- Applicants who are interviewed for specific positions are notified when decisions are made.

**ROCK HILL SCHOOLS *of* YORK COUNTY DISTRICT THREE**  
**APPLICATION FOR NON-CERTIFIED EMPLOYMENT**

**Applicant Information**

Position(s) Desired:							
Name (Last)		(First)		(Middle)		(Maiden)	
Street Address				City			
State		Zip Code		Phone (     )		Social Security Number -     -	

**Educational Experience/Certification (Attach a college transcript, if you've listed post high school years)**

Name and Location of Institution (Include High School)	Number Years	Graduation Date	Diploma/Degree

Do you presently hold a valid South Carolina teaching certificate? ☐ Yes ☐ No (If yes, please attach a copy of your certificate to this application)

**Full-Time Work Experience (Begin with most recent and attach a resume for additional years)**

Employer	Employer Address	Position	Employment Dates		Reason for Leaving
			From (Mo/Yr)	To ( Mo/Yr)	

**References (Previous supervisors, co-workers preferred)**

Name	Position	Address	Telephone
			home # work #
			home # work #
			home # work #

### Skills

Please check skill(s) you possess:

Computer Skills: ☐ Microsoft Office Suite ☐ WordPerfect ☐ Databases ☐ Spreadsheets  
Office Skills: ☐ Filing ☐ Receptionist ☐ Typing ☐ Bookkeeping

Other: \_\_\_\_\_

### Other

Have you ever been convicted of a crime? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

### Optional

Ethnicity		Gender	Date of Birth
<input type="checkbox"/> White/Non-Hispanic	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Male	
<input type="checkbox"/> Black/Non-Hispanic	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Female	
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other (please specify)		

### BACKGROUND CHECK

To Whom It May Concern:

I hereby authorize Rock Hill Schools to make an investigation of my personal (including criminal) or employment history and authorize any former employer, person, firm, corporation, or government agency to give Rock Hill Schools any information they may have regarding me. In consideration of the Rock Hill Schools review of this application, I release former employers and all providers of information from any liability as a result of furnishing and receiving this information.

Print Full Name \_\_\_\_\_ Signature \_\_\_\_\_

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be sufficient cause for immediate dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Rock Hill Schools of York County District Three is an Equal Opportunity Employer and operates without discrimination on the basis of race, gender, religion, national origin, age, or disability. Prior to employment, state law requires the district to request a criminal record history check for past actions or crimes. For this reason, information about date of birth, gender, and race is requested as part of the application process.*

**ROCK HILL SCHOOLS of YORK COUNTY DISTRICT THREE – NON-CERTIFIED REFERENCE FORM**

The applicant listed below is formally applying for a non-certified position. As a part of the employee selection process, it is requested that each applicant forward a copy of this reference form to three persons who are uniquely familiar with his/her ability, potential, and/or past performance. Your prompt attention in completing the items below will be greatly appreciated. Your reply will be considered strictly confidential.

Applicant's Name (First)	(Middle Initial)	(Last)
Position(s) Desired:		
<p><b>TO THE APPLICANT: Many people will not complete a reference unless confidentiality can be assured. If you wish this reference to be confidential, please sign and date the waiver of access below. All applications and accompanying records become the property of the district and are not available to candidates. WAIVER OF ACCESS: I, the undersigned, waive any right of access to this reference.</b></p> <p><b>Signature of Applicant</b> _____ <b>Date</b> _____</p>		

Name of Reference	Job Title of Reference
Address of Reference	Telephone

Please record a number from the following scale which describes the applicant in comparison with persons you have known with comparable years of experience.

1 = Outstanding – Top 10%    2 = Above Average – Top 25%    3 = Average – Middle 50%    4 = Below Average – Bottom 25%

(Leave blank if unobserved or unknown)

Accuracy and dependability		Work planning ability	
Initiative and Creativity		Integrity	
Attendance		Judgment and common sense	
Punctuality		Leadership potential	
Cooperation with others		Loyalty to administration and system	
Correct use of standard English		Maturity (poise, self-control)	
Development of conducive learning environment		Motivation and relationship with others	
Effective communication		Personal hygiene and grooming	
Enthusiasm for learning and teaching		Physical fitness and health	
Professional attitude		Positive attitude toward supervision	
Flexibility		Potential for professional growth	
Implementation of planned work		Time management skills	

1. Have you seen the applicant work? ( ) Yes    ( ) No
2. How long and in what capacity have you known the applicant? \_\_\_\_\_
3. Would you employ this person? ( ) Yes    ( ) No
4. Is this a person you would like to have working with your child? ( ) Yes    ( ) No
5. Would you prefer talking with us by telephone? ( ) Yes    ( ) No
6. For the position desired, you recommend the applicant: ( ) Highly    ( ) Favorably    ( ) With Reservation  
( ) Not at all

ADDITIONAL COMMENTS:

Please return completed reference form to:

Rock Hill Schools, Attn: Personnel Department  
P. O. Drawer 10072, Rock Hill, SC 29731  
Phone: 803-981-1024 Fax: 803-981-1025

***ROCK HILL SCHOOLS of YORK COUNTY DISTRICT THREE IS AN EQUAL OPPORTUNITY EMPLOYER***

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