

**BALTIMORE COUNTY PUBLIC SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF PERSONNEL**

We have received your inquiry requesting employment with the Baltimore County Public Schools. Enclosed is your formal application packet. The Employment Application for the Office of Personnel is a general application that can be used for Transportation, Operations & Maintenance, and Food & Nutrition Services. There are different requirements for each of these categories. When a position becomes available for which you qualify, please follow the instructions provided. A completed application must be on file for employment with the Baltimore County Public Schools. **A cover letter and resume must be submitted for each position and location in which you are interested.**

**Application Process**

*Applicants are required to have the following on file before their applications are considered for position vacancies:*

- **Application** - A thoroughly completed application, including accounting for all periods of employment and unemployment and names and addresses of employers.
- **References** - Complete the upper section of the Employment Inquiry (green form) enclosed in the packet and return it with the completed application. We must have a minimum of one employment reference on file.
- **Education** – Verification of completion of high school. A transcript verifying graduation from high school or college, a copy of your high school diploma, or a college degree, or a copy of a GED certificate are acceptable.
- **Reactivating Applications** - Applications are retained in our files for one year from the date the application was received in the Office of Personnel. If you would like to reactivate your application at the end of one year, you may do so by writing to us. Your letter must include your name, address, telephone number(s), and type of position for which you have applied.

**Pre-Employment Requirements**

- All persons employed by the Baltimore County Public Schools, regular and temporary, are required to be fingerprinted and have a criminal background investigation (State of Maryland, Senate Bill 315, effective October 1, 1986) completed. The fee charged for fingerprinting is \$75.00. An identification card will be issued which must be shown prior to employment.
- Some positions will require employees to undergo a physical examination and/or drug testing.
- All newly hired personnel must attend a New Hire Orientation session.

## General Application Instructions

Advertised positions are posted on our website at [www.bcps.org](http://www.bcps.org). In addition to having your formal application on file, applicants must submit a resume and a cover letter requesting consideration for each vacancy of interest. **In the case of multiple vacancies, you must send a separate letter and resume for each vacancy and location.**

### FOOD AND NUTRITION SERVICES Application Instructions

- Positions are 10-month and part-time
- Applicants must attend a Recruitment session. Recruitment sessions are conducted several times a month.
- Salary is determined by the grade of the position and the applicant's educational attainment

### OPERATIONS, MAINTENANCE, AND GROUNDS Application Instructions

- Positions are 12-month employment
- Full-time (40 hours per week) or part-time available
- Shift work is available
- Applicants must attend a Recruitment Session. Recruitment sessions are conducted several times a month
- Salary is determined by the grade of the position and the applicant's educational and/or license attainment
- Grounds personnel must obtain a Commercial Drivers' License (CDL) within the 90-day probationary period
- CDL holders are subject to drug and alcohol testing as outlined in the U.S Department of Transportation (DOT) Federal Highway Administration; Department of Health and Human Services and Substance Abuse and Mental Health Services Administration; BCPS Policy 4001; and COMAR 13A.06.07.08

### TRANSPORTATION Application Instructions

- Positions are either 10- or 12-month employment
- Full-time (40 hours per week) or part-time available
- Bus drivers must be at least 21 years of age and obtain a Commercial Drivers' License; training is provided by the Office of Transportation
- Recruitments are held twice a month; dates are listed on the Employment Opportunity Line
- Salary is determined by the grade of the position and the applicant's educational attainment
- CDL holders are subject to drug and alcohol testing as outlined in the U.S Department of Transportation (DOT) Federal Highway Administration; Department of Health and Human Services and Substance Abuse and Mental Health Services Administration; BCPS Policy 4001; and COMAR 13A.06.07.08

Visit the Baltimore County Public Schools  
website at [www.bcps.org](http://www.bcps.org)

**THANK YOU FOR YOUR INTEREST IN THE BALTIMORE COUNTY PUBLIC SCHOOLS  
AAE/EEO**



**EMPLOYMENT APPLICATION**  
**Office of Personnel**  
**Baltimore County Public Schools**  
**1946 Greenspring Drive, Suite N**  
**Timonium, MD 21093**  
[www.bcps.org](http://www.bcps.org)

*(For Office Use Only)*

\_\_\_\_\_ ACK  
 \_\_\_\_\_ AMS  
 \_\_\_\_\_ TEST  
 \_\_\_\_\_ REF  
 \_\_\_\_\_ REV  
 \_\_\_\_\_ FP

*Please print or type*

**PERSONAL DATA**

**Name** *(Last, First, Middle/Other)*

**Permanent Address** *(Street)*

*(City, State, Zip)*

**Temporary Address** *(Street)*

*(City, State, Zip)*

<b>Telephone Numbers</b>	<b>Home #:</b> ( ) -	<b>Business #:</b> ( ) -
<b>Mobile #:</b> ( ) -	<b>Legally authorized to work in the U.S.?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Driver's License</b> <i>(If applicable)</i>	<b>State license issued</b>	<b>License Number</b>
		<b>License Class</b>

**POSITION(S) APPLYING FOR**

<b>Building Service Worker (custodial)</b> <input type="checkbox"/>	<b>Transportation Bus Driver</b> <input type="checkbox"/>
<b>Food Services Worker (cafeteria)</b> <input type="checkbox"/>	<b>Transportation Bus Attendant</b> <input type="checkbox"/>
<b>Maintenance/Trades</b> <input type="checkbox"/>	

*(check all that apply)*

**PART-TIME**       **FULL-TIME**       **10-MONTH**       **12-MONTH**

**SHIFT PREFERENCE:**  **Day**    **Evening**    **Night**      **Date Available for Work:**

**In what part of Baltimore County would you prefer to work?**

**Central**       **Northeast**       **Southeast**       **Northwest**       **Southwest**

**Minimum Salary Required:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL INFORMATION**

**Are you presently employed by BCPS?**

**No**     **Yes, Job Title:** \_\_\_\_\_ **Hours per week:** \_\_\_\_\_

**Have you previously been employed by BCPS?**

**No**     **Yes, Job Title:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_

**Have you ever been a member of Baltimore County Employees' Retirement System (ERS)?**     **No**     **Yes**

**EDUCATIONAL BACKGROUND \***

<b>High School/Grade School</b> <i>(List only the last school attended and grade completed)</i>	<i>Name of School</i>	<i>Location</i>	<i>Date(s) Attended</i>	<i>Last Grade Completed</i>
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Have you obtained a GED?  No  Yes *If Yes, Where?* *When?*

**College** *(List all colleges attended)*

<i>College/University</i>	<i>Location</i>	<i>Dates Attended</i>	<i>Credits Earned*</i>	<i>Degree Earned*</i>	<i>Date of Degree</i>

**License/Certificate(s)** *(List any other licenses and/or certificates held)*

<i>License/Certificate*</i>	<i>Certifying Agency</i>	<i>Date Obtained</i>	<i>Expiration Date</i>

*\* It is the applicant's responsibility to assure all credentials and transcripts containing applicant's name and/or social security # are received by BCPS.*

**SPECIAL SKILLS**

*Please list any other special skills and/or training which you possess that directly relates to the position(s) for which you have applied.*


**MILITARY EXPERIENCE**

***COPY OF DD214 MUST BE SUBMITTED FOR VERIFICATION***

<b>Active Duty Dates:</b> From	<b>Branch of Service</b>	<b>Duties Performed</b>
To		

**CRIMINAL BACKGROUND**

**If you answer 'Yes' to any of the following questions, an explanation must be provided on a separate sheet. A criminal offense does not necessarily exclude an applicant from employment with BCPS. Factors such as passage of time since the offense, the nature of the violation, and the extent of rehabilitation will be taken into consideration. All new employees must be fingerprinted and submit to a criminal background check.**

Have you ever been convicted of a violation of law other than a minor traffic violation?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you ever received a probation before judgment disposition in a criminal proceeding?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you ever received a not criminally responsible disposition in a criminal proceeding?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Are any criminal charges or proceedings pending against you?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

**EMPLOYMENT EXPERIENCE***Please account for all periods of employment and unemployment (attach additional sheet if necessary)***Present Employment****Dates: From** / / **To** / /**Name of Employer:****Address of Employer**(include city, state, and zip):**Position Held:****Salary:****Supervisor's Name:****Telephone #:****Duties:****Reason for Leaving:****Did you receive any disciplinary action?**  No  Yes *If 'Yes', please attach a separate explanation***Next Most Recent Employment****Dates: From** / / **To** / /**Name of Employer:****Address of Employer**(include city, state, and zip):**Position Held:****Salary:****Supervisor's Name:****Telephone #:****Duties:****Reason for Leaving:****Did you receive any disciplinary action?**  No  Yes *If 'Yes', please attach a separate explanation***Next Most Recent Employment****Dates: From** / / **To** / /**Name of Employer:****Address of Employer**(include city, state, and zip):**Position Held:****Salary:****Supervisor's Name:****Telephone #:****Duties:****Reason for Leaving:****Did you receive any disciplinary action?**  No  Yes *If 'Yes', please attach a separate explanation***Next Most Recent Employment****Dates: From** / / **To** / /**Name of Employer:****Address of Employer**(include city, state, and zip):**Position Held:****Salary:****Supervisor's Name:****Telephone #:****Duties:****Reason for Leaving:****Did you receive any disciplinary action?**  No  Yes *If 'Yes', please attach a separate explanation*

## NOTICE TO APPLICANT

Section 95[c] of Article 100 of the Annotated Code of Maryland requires that the following notice to the applicant be made known and that the applicant shall acknowledge having read the notice by his/her signature.

**“UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR, OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.”**

Signature

Date

## CERTIFICATION

In order for the Baltimore County Public Schools to obtain information regarding my competency for the position(s) for which I am applying, I hereby authorize its agents to contact persons named herein as references and other persons who might contribute job-related information to my file. Additionally, I authorize those persons contacted to release the information requested by said agent(s) and waive my right to access those records.

I hereby affirm that the information supplied herein is complete and accurate. I understand that false statements of information or willful misrepresentation and/or omission of information shall be just cause for rejection of my application or dismissal in the event I am hired.

Signature

Date

*This application will remain on file with the Baltimore County Public Schools (BCPS) for one year from the date of signature. It is the responsibility of the applicant to notify BCPS of continued interest in employment.*

## INTERVIEW RECORD

INTERVIEWER:

DATE:

COMMENTS:

ADDITIONAL NOTES:

BEBCO 96600000710D-10-08

Revised 5.16.11



**APPLICANT POPULATION RECORD**  
**DEPARTMENT OF HUMAN RESOURCES**  
**BALTIMORE COUNTY PUBLIC SCHOOLS**  
 1946 Greenspring Drive, Suite N  
 Timonium, MD 21093  
 410-887-4150 or 1-800-TEACH BC (832-2422)  
 www.bcps.org

**GENERAL INFORMATION**

The following information will NOT be used in any way for making employment decisions. It is for recordkeeping only and is separated from the application upon receipt. Completion of this form is optional.

Under Federal guidelines, it is the responsibility of all employers to maintain records concerning their applicant populations, as required by four federal agencies set forth in the Federal Register – *Uniform Guidelines on Employee Selection Procedures (1978)*.

**APPLICANT INFORMATION**

Name (Last, First, Middle/Other)	Date
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Social Security # (optional)	-	-	-
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Date of Birth Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Gender  Male  Female

The racial and ethnic classifications used to describe staff in public school systems in Maryland have been modified by federal law.

1. Are you Hispanic or Latino?  Yes  No
2. Please select one or more races from the five groups below:

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	

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Maintenance/Trades <input type="checkbox"/>	

*Board of Education of Baltimore County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, veteran status, or any other characteristic.*

