



Mitchel Barrett  
Principal

Tighe Day-Lewis  
Asst. Principal

Gilmer Site  
136 N. Ave.  
Ellijay, GA 30540  
Phone: 706-276-5002  
Fax: 706-276-5008

Habersham Site  
901 Fairview School Rd.  
Demorest, GA 30535  
Phone: 706-754-4461  
Fax: 706-754-5181

Lumpkin Site  
123 Mountain View Dr.  
Dahlonega, GA 30533  
Phone: 706-864-0229  
Fax: 706-864-9391

Stephens Site  
191 Old Big A School Rd.  
Toccoa, GA 30577  
Phone: 706-886-3114  
Fax: 706-886-3127

Union Site  
218 School St.  
Blairsville, GA 30512  
Phone: 706-745-9575  
Fax: 706-745-3588

White Site  
328 Old Blairsville Rd.  
Cleveland, GA 30528  
Phone: 706-865-0727  
Fax: 706-865-0737

MEMO TO: All Classified Applicants

FROM: Aundrea Wilson

RE: Application Instructions

Thank you for your interest in a position with our system. It is our goal to recruit and retain quality individuals who are committed to our students and system. Please review the following directions prior to completing and submitting your application.

1. PRINT using BLUE INK or type all information on the application.
2. If applicable, submit the following items with your application or have them sent as soon as possible:
  - Copies of high school, technical school, or college transcripts.
  - Copies of any valid certifications.
  - Copies of the GACE Paraprofessional Assessment.
3. Sign and date the applicant statement page.
4. Complete a consent form for criminal background check.

When a vacancy is anticipated or occurs, all completed applications in the given area are reviewed carefully. Those applicants whose credentials (references, transcripts, responses, etc.) are best suited for the vacancy are notified for an interview.

Return your fully completed and signed application by mail or fax to the address below or to any of the MEC sites.

Thank you, again, for your time and interest in the Mountain Education Center High School.

67 Lakeview Cr., Ste. C.  
Hiawassee, GA 30546  
Phone: (706) 896-2279  
FAX: (706) 896-2632

[www.mountaineducationcenter.net](http://www.mountaineducationcenter.net)

Revised April 25, 2010



For Office Use Only: Revised 09/12/2008

Date Received \_\_\_\_\_

Position \_\_\_\_\_

RETURN TO:  
218 School Street  
Blairsville, GA 30512

Phone 706-745-9575 FAX 706-745-3588  
www.mountaineducationcenter.net

**PLEASE USE BLUE INK**

APPLICATION FOR CLASSIFIED POSITION IN \_\_\_\_\_ Date: \_\_\_\_\_

Date available for employment \_\_\_\_\_

**PERSONAL DATA:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**EDUCATION DATA:**

Highest Level of Education Completed: \_\_\_\_\_

Courses Taken Relating To This Position: \_\_\_\_\_

Name & Location of School	Dates Attended	Graduation Date

**EMPLOYMENT RECORD:** (Start with your present or most recent position)

Employer Name & Address	Dates Employed	Work Performed

**BACKGROUND INFORMATION:**

Have you ever: (Please answer each question)

YES NO

\_\_\_\_ resigned or been discharged from any position while under suspicion of having engaged in criminal or immoral conduct?

\_\_\_\_ or are you under investigation for any such charge?

\_\_\_\_ been arrested, charged or convicted of a felony or misdemeanor, including pleading nolo contendere, or are you now under investigation of any offense, other than a minor traffic offense?

If any answer is "yes", attach an explanation.

**REFERENCES:**

Please list three references below. These should be persons qualified to give information to show your fitness for the position you seek. Do not include neighbors, friends, or relatives.

(√) Name	Position	Company	Address	City/State	Telephone

**APPLICANT SIGNATURE STATEMENT**

I certify that all information is true and accurate to the best of my knowledge. I understand that any misrepresentation or omission of any information requested shall be reason for non-employment or dismissal from employment. By signing this application, I am authorizing the release of any and all information needed to properly evaluate my candidacy for employment. I understand that by Georgia law I must be fingerprinted and have a criminal records check. If employed, I agree to abide by all the policies set forth by the Governing Board of the Mountain Education Center High School.

The application and all supporting materials are the property of the Mountain Education Center High School and will not be returned to the applicant.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*\*Applications and resumes may be subject to the Open Records Law*

*The Mountain Education Center High School is an equal opportunity employer and does not discriminate in employment on the basis of race, color, sex, national origin, religion, creed, age, or disability.*

*Revised Sept. 12, 2008*



218 School Street  
Blairsville, GA 30512  
(706) 745-9575  
FAX (706) 745-3588

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CONSENT FORM

I hereby authorize the Mountain Education Center High School to receive any criminal history record information pertaining to me, which may be in the file of any state or local criminal justice agency within the United States.

\_\_\_\_\_  
Full Name (Please Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Race

\_\_\_\_\_  
Eye Color

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
State of Birth

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

My Commission Expires: \_\_\_\_\_

Revised Sept. 12, 2008