

SOUTH ALABAMA REGIONAL PLANNING COMMISSION'S

MATURE STAFFING SERVICES

BALDWIN COUNTY BOARD OF EDUCATION  
AFTER SCHOOL CHILDCARE PROGRAM

**AFTER SCHOOL CHILDCARE HELPER/WORKER**

How to apply:

**Adult Worker:**

- Complete Mature Staffing Service Employment Application
- Complete ASCC Baldwin County Public School Assignment Application

**Student Worker:**

- Complete Mature Staffing Service Employment Application
- Student Worker Data Form
- Recommendation Form (3 required)

FAX above items to (251) 433-0148

Or

Mail to: SARPC MSS P.O. Box 1665, Mobile, AL 36633

If you are approved, you will be contacted by South Alabama Regional Planning Commission to arrange a time to meet you at the school where you will be working to complete/sign the following documents:

- Mature Staffing Service Job Order
- I-9 Form (Department of Homeland Security Employment Eligibility Verification)
- A-4 Form (Alabama Department of Revenue Employees Withholding)
- W-4 Form (Employee Withholding Federal)
- New Hire Form (State of Alabama Department of Industrial Relation)
- Direct Deposit Form (voided check)

At the time of enrollment you must have:

- Current Driver License or Photo ID (Original needed at the time of enrollment)
- Social Security Card

For more information contact Terri Pringle or Shannon Raley @ 251-652-0585.

Employment Information - After School Childcare Program Baldwin County  
Public Schools Assignment

To apply: Complete the following and submit with the South Alabama Regional Planning Commission's Mature Staffing Service (MSS) Application; Substitute Teacher Certification Card or Human Resources Clearance Card, if applicable.

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

At which school would you prefer to work? \_\_\_\_\_

Are there other schools at which you would be willing to work if needed? \_\_\_\_\_

Are you certified as a classroom teacher? \_\_\_\_\_ If Yes, is your Certification current? \_\_\_\_\_

If 'Yes': Expiration Date: \_\_\_\_\_ Employee # \_\_\_\_\_

**REQUIRED FOR ALL NON-CERTIFICATED PROGRAM STAFF.** If you are **NOT** certified as a classroom teacher, do you hold an Alabama substitute teacher card? \_\_\_\_\_. **Attach a copy.**

If 'No': **STOP- contact Board of Education Main Office at 937-0306** for necessary paperwork for Substitute Teacher Clearance. Hold this application until you can turn it in with a copy of your substitute teacher clearance.

How many afternoon per week would you be willing/able to work each week if you were selected for employment?

1                      2                      3                      4                      5

Will you be working in any capacity during this school year for the Board of Education? \_\_\_\_ Yes \_\_\_\_ No

If yes, check all that apply:     Tutor                       Special Ed.                       Other

I hereby certify that the above information to the best of my knowledge is true, accurate and complete. Any misrepresentation or willful omissions of the facts shall be sufficient cause for the disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the South Alabama Regional Planning Commission's Mature Staffing Service Program and Baldwin County School System, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, policies of the district and MSS Handbook.

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

\_\_\_\_\_  
Date

Please return application to:    Mr. Rickey Rhodes  
South Alabama Regional Planning Commission  
Mature Staffing  
Service Post Office  
Box 1665 Mobile, AL  
36633

**APPLICATIONS WILL NOT BE CONSIDERED IF INCOMPLETE.**



# SOUTH ALABAMA REGIONAL PLANNING COMMISSION

## Mature Staffing Service

110 Beaugard Street Mobile, AL 36602

Phone (251) 652-0585 • Fax (251) 433-0148

### APPLICATION FOR EMPLOYMENT

#### For After School Childcare Program

Today's Date: \_\_\_\_\_

#### PERSONAL INFORMATION

##### PLEASE PRINT

Last Name:		First Name:		Middle Initial:	
Current Street Address:			City:	State:	Zip:
Home Number: Cellular ( )	Number: ( ) ( )		Email:		
Do you have a legal right to work in the United States? _____ Yes _____ No			Referred By:		
Have you ever worked for Mature Staffing Services before? _____ Yes ___ No		Do you have a valid Alabama Driver's License? _____ Yes _____ No _____ CDL (Class )			
Have you ever been convicted of a crime? (other than traffic violation) _____ Yes ___ No If yes, explain:					

#### EMPLOYMENT DESIRED

Position(s) Applying For:	Available Start Date:	Desired Salary/Wage:
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#### EDUCATION

Name of school and location	Diploma/Degree/Certificate	Did you graduate? Y/N
High School (GED)		
College/Other		

#### EMPLOYMENT HISTORY

##### Instructions: Begin with your present or most recent employer.

Employer	Telephone
Address	Dates of Employment (month/year) From: _____ To: _____
Supervisor Name	Wage or Salary: Starting: _____ Final: _____
Job Title:	Reason for leaving
Describe Job Duties:	May we contact this employer? Yes _____ No _____ If no explain: _____

Employer	Telephone
Address	Dates of Employment (month/year) From: _____ To: _____
Supervisor Name	Wage or Salary Starting: _____ Final: _____
Job Title:	Reason for leaving
Describe Job Duties:	May we contact this employer? _____ Yes _____ No If no, explain: _____

**EMERGENCY CONTACT**

In case of an emergency, please notify:

Name	Phone Number	Relationship

**AUTHORIZATION**

I certify that the information provided in this employment application (and accompanying resume or documentation, if any) is true and complete to the best of my knowledge. I understand that any false or misleading information may disqualify me from further consideration for employment and may lead to my dismissal from employment, if discovered at a later date.

I authorize and request all current and previous employers, educational institutions who possess information about my suitability for employment to share that information with South Alabama Regional Planning Commission (SARPC).

I understand that any offer of employment with SARPC is contingent upon satisfactory completion of reference checks, background check, credit check and pre-employment drug test.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

South Alabama Regional Planning Commission is an equal opportunity employer, and selects individuals best matched for the job based upon job-related qualifications regardless of race, religion, sex, national origin, disability, marital status, pregnancy, medical condition, color or any other status or characteristic protected by law.

