



THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE

THE APPLICATION PROCESS

A. APPLICATION FOR EMPLOYMENT

The applicant should include the following items:

- Completed application
- Resume

B. THE INTERVIEW

The applicant will be notified if an interview is granted. At the time of the interview, the applicant will be required to provide an unofficial transcript and may be asked to complete one or more written exercises. In addition, the applicant may also be required to either provide letters of recommendation or additional references.

C. FINAL SELECTION

The applicants chosen for final consideration will have references checked. After the desired applicant is identified, an offer of employment will be extended, and the applicant will have a background check conducted. Final employment is contingent on a clear background check.

Applicants must submit all application materials by email to amoore@themsms.org or by post mail to the address below.

Ms. Amber Lynn Moore
The Mississippi School for Mathematics and Science
1100 College Street, W-1627
Columbus, MS 39701



The Mississippi School for Mathematics and Science

APPLICATION FOR STAFF POSITION

Date of Application _____

 Last Name First Name Middle Maiden
 (Name should be given as it appears on Social Security Card)

Street Address _____ Email Address _____

City _____ State _____ Zip _____ County _____ Phone _____

Are you currently authorized to work in the United States? (Proof of Citizenship or Immigration status will be required upon offer of employment) Yes No

If hired, would you need sponsorship or work authorization to work for MSMS now or in the future? (NOTE: MSMS does not sponsor employment visas) Yes No

Indicate the position for which you are applying: _____

How did you find out about the position? _____

List chronologically ALL your residences for the past 10 years (including addresses while attending school if away from home)

Dates		Apt. No.	Street Address	City	State
From	To				

EDUCATIONAL HISTORY

College/University	City and State	Dates of Attendance	Degree(s)	Major	Minor

EMPLOYMENT EXPERIENCES

Name & Address of Employer	Length of Employment (Years or Months)	Immediate Supervisor and Phone Number	Nature of Work (be specific)	Reason(s) for Leaving

COMPUTER EXPERIENCE

Describe your experience with computers and various computer programs.

SUMMARY OF QUALIFICATIONS

Describe the qualities and experiences you possess that make you the ideal candidate for this position.

REASON(S) FOR APPLYING

Explain your reason(s) for applying for this position.

Provide contact information below for the three individuals who have provided letters of reference included in your completed application packet.

- 1. NAME: _____
POSITION: _____
ADDRESS: _____

PHONE # (with area code): _____ Email Address: _____

- 2. NAME: _____
POSITION: _____
ADDRESS: _____

PHONE # (with area code): _____ Email Address: _____

- 3. NAME: _____
POSITION: _____
ADDRESS: _____

PHONE # (with area code): _____ Email Address: _____

Why do you desire to leave your present position? (or) Why did you leave your position?

Have you ever been asked to resign, been discharged, or failed to be re-employed for a position? If yes, explain.

Do you possess a commercial driver's license? _____ Yes _____ No If yes, Number: _____

Have you ever been arrested, questioned, or convicted of any misdemeanor or felony, to include expungements? _____ If yes, explain.

APPLICANT'S STATEMENT - Your application will not be processed unless you sign and date the statement below.

I hereby certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any pertinent investigation of my personal and employment background. I understand that if I am selected for an interview I will be required to provide an unofficial transcript.

Signature: _____ Date: _____

NONDISCRIMINATION POLICY: It is the intent of the Mississippi School for Mathematics and Science to comply with all provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, P.L. 94-142, and Title II of the Americans with Disabilities Act of 1990. The State Board of Education directs that no person shall on the basis of race, color, national origin, sex, disability, age or religion be discriminated against or excluded from or denied the benefits of any program or any opportunity or activity. This section applies to all applicants for employment at the Mississippi School for Mathematics and Science, present employees, and students.