

ENGAGE ~ ENRICH ~ EMPOWER



UNIFIED SCHOOL DISTRICT 352
Goodland, Kansas
EMPLOYMENT APPLICATION
NON-CERTIFIED PERSONNEL

USD 352 USE ONLY

Received _____

Reviewed _____

(Please Initial)

NAME _____
Last First Middle

ADDRESS _____
Number and Street City State Zip

HOME TELEPHONE _____ WORK TELEPHONE _____

Are you over the age of 18? ___ Yes ___ No SS# _____

SPECIFIC POSITION(s) APPLIED FOR:

___ At-Risk Tutor ___ Paraprofessional ___ Secretary ___ Maintenance
___ Bus Driver ___ Food Service ___ Custodian ___ Tech Coordinator
___ Other (Specify) _____

EDUCATION

SCHOOL	NAME	LOCATION	DATES ATTENDED	DIPLOMA OR DEGREE
High School	_____	_____	_____	_____
College or University	_____	_____	_____	_____
Business or Trade	_____	_____	_____	_____
Other	_____	_____	_____	_____

PERSONAL REFERENCES

Please list two people, not related to you, who would have knowledge of your qualifications.

NAME & OCCUPATION **ADDRESS** **TELEPHONE**

WORK EXPERIENCE

Start with most recent position and list employment in consecutive order. Account for all periods of time including military service and any period of unemployment. If self-employed, give name of business and supply business references. (Attach separate sheet if more room is needed.) Please feel free to attach a resume if you wish to do so.

DATES FROM-TO	NUMBER OF YEARS	NAME & ADDRESS OF EMPLOYMENT	SUPERVISOR'S NAME	JOB TITLE

PERSONAL DATA

Have you completed a Red Cross First Aid Course? ____ Yes ____ No If yes, date _____

Have you ever been discharged or forced to resign from any job? ____ Yes ____ No

If yes, please explain _____

Why are you seeking to change positions or why did you leave your last position? _____

Are you aware of any reason you would not be able to perform the duties required of the position for which you are applying? ____ Yes ____ No

If yes, please explain _____

Moral turpitude is an act of baseness, vileness or depravity to the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor. Have you ever been convicted of or pled guilty or nolo contendere to a felony or any offense involving moral turpitude? ____ Yes ____ No

If yes, please explain _____

Conviction of a crime is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

BUS DRIVER APPLICANTS ONLY:

Have you completed a Defensive Driving course? _____ Yes _____ No If yes, date_____

Do you carry a valid Kansas CDL Class A or B license? _____ Yes _____ No If yes, number_____

Have you been issued a DUI or been ticketed for moving traffic violations? _____ Yes _____ No
If yes, date and nature_____

1. I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.

2. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.

3. I authorize you to request, receive, and verify all information given on this application, and I release you from all damages that may result from your doing so.

4. I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation, and I release you from all liability for any damages that may result from your doing so.

Date

Signature of Applicant

NONDISCRIMINATION STATEMENT

Unified School District 352 Sherman County does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Any person who feels that discriminatory conditions exist concerning Title VI, Title IX or Section 504 of the Rehabilitation Act of 1973 may contact Superintendent of Schools, Unified School District 352 Sherman County, P. O. Box 509, Goodland, Kansas 67735 (785) 890-2397.