

Kansas Public School District
Application for Non-Certified Personnel Position

Instructions: Please complete this form; if questions are not applicable, enter "NA." Resumes or attachments may be submitted. Upon completion, submit to the Superintendent's Office.

All prospective employees will receive equal consideration without regard to race, color, creed, national origin, sex, age, qualified-disability or veteran status.

Name _____ Date of Application _____
Address _____ Social Security No. _____
_____ Telephone _____

Have you every applied for employment with Kansas Schools before? Yes No
If Yes, when _____, position (s) _____

Have you previously been employed by Kansas Schools? _____
If Yes, when _____, position (s) _____

Type of position(s) sought: _____ 1. _____ 2. _____
Is there any reason you would not be able to perform the duties required of the position(s) sought? Yes No
If "Yes," please be specific: _____

Date available to begin employment: _____

EDUCATION:

High School: _____

Did you graduate? Yes No Year graduated: _____

College(s) Attended: _____

Any degrees received? Yes No If "Yes" specify the degree: _____

Other Educational Training (i.e., Vo-Tech, Business Schools): _____

EMPLOYMENT: (please complete full-time/part-time employment information. Start with the most recent employment.)

1. Company/Organization: _____ Telephone: _____

Address: _____

Supervision (indicate if Self-Employed): _____

Date of employment (Month/Year): From: _____ To: _____ Full-Time Part-Time

Job Title and Type of Duties Performed: _____

Reason for Leaving: _____

2. Company/Organization: _____
Address: _____ Telephone: _____
Supervision (indicate if Self-Employed): _____
Date of employment (Month/Year): From: _____ To: _____ Full-Time Part-Time
Job Title and Type of Duties Performed: _____
Reason for Leaving: _____

3. Company/Organization: _____
Address: _____ Telephone: _____
Supervision (indicate if Self-Employed): _____
Date of employment (Month/Year): From: _____ To: _____ Full-Time Part-Time
Job Title and Type of Duties Performed: _____
Reason for Leaving: _____

4. Company/Organization: _____
Address: _____ Telephone: _____
Supervision (indicate if Self-Employed): _____
Date of employment (Month/Year): From: _____ To: _____ Full-Time Part-Time
Job Title and Type of Duties Performed: _____
Reason for Leaving: _____

5. Company/Organization: _____
Address: _____ Telephone: _____
Supervision (indicate if Self-Employed): _____
Date of employment (Month/Year): From: _____ To: _____ Full-Time Part-Time
Job Title and Type of Duties Performed: _____
Reason for Leaving: _____

6. Company/Organization: _____
Address: _____ Telephone: _____
Supervision (indicate if Self-Employed): _____
Date of employment (Month/Year): From: _____ To: _____ Full-Time Part-Time
Job Title and Type of Duties Performed: _____
Reason for Leaving: _____

Please list additional skills or training applicable to the position sought. Be specific as to types of skills or training, including equipment you have experience in operating.

REFERENCES:

Name	Title	Address	Telephone
1.			
2.			
3.			
4.			
5.			

May the Kansas School District contact the above-listed references concerning your job performance?

Yes No

Specify: _____

An applicant for the position of bus driver, custodian, cafeteria worker or maintenance employee may be required, upon request by the Superintendent, to take a physical examination, at school district expense, as a condition of employment. If such examination is requested, it shall include a urinalysis test for drug use. By signing this Application Form, the applicant hereby agrees:

1. He/she will not be employed if the drug test is confirmed positive.
2. The results of such test shall be made available to the Kansas School District.
3. If he/she is asked to report to work prior to the date the test results are furnished to the Kansas School District, employment will be probationary subject to termination based on a confirmed positive drug test.
4. Refusal to take a requested drug test shall result in non-consideration for employment.
5. He/she has received and read a copy of the Kansas School District's policy regarding "Use of Drugs and Controlled Substances by Employees."

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I hereby declare the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

This application will be retained on file for no more than one (1) year. If I am not hired during that period of time, I must complete a new application in order to be considered for employment. It is my responsibility to notify the Superintendent's office of my intent to apply for any position opening available with the Kansas Public School District.

I understand if I am a relative of an employee of the Kansas Public School I may apply for any position vacancy except those positions which would place me in the same division, or work area in which a relative is currently employed and which would create a supervisory/subordinate relationship.

I understand that a person cannot be hired for a position funded under the *Job Training Partnership Act* if they are a member of the supervisory staff's immediate family (wife, husband, son, daughter, mother, father, brother, sister, brother-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-child, grandfather, grandmother, grandson and granddaughter). I hereby certify that I am not related as specified above to a person serving in a supervisory position funded under the *Act*.

I understand completely this application does not create an employer/employee relationship but only shows my effort to seek employment with the Kansas Public School District.

Date: _____

Signature: _____

THE FELONY SEARCH OF APPLICANTS

The Superintendent of the Kansas School District may request an applicant for employment to undergo a State of Oklahoma felony records search. If the applicant has been a resident of the State of Oklahoma for the past year, said felony search shall be based on the name of the applicant. If the applicant has not been a resident of the State of Oklahoma within the past year, a National Felony Search, based on fingerprints, shall be requested. In any National Felony Search, the applicant shall submit to fingerprint examination conducted by the Oklahoma State Bureau of Investigation. The applicant shall pay a fingerprint search fee not to exceed fifty dollars (\$50.00) or the cost of the search, whichever is the lesser amount. Such fee shall be reimbursed by the Kansas School District if said search is negative.

Employment shall not exceed sixty (60) days, pending receipt of felony search requests.

Do Not Write Below This Space. For Office Use Only