

Box 760
719 N. Main Street

USD 357

Belle Plaine, KS 67013

620-488-2288
(Fax) 620-488-3517

CLASSIFIED STAFF EMPLOYMENT APPLICATION

Name: _____
(Last Name) (First Name) (Middle Name/Initial)

Address: _____
(Street) (City) (State) (Zip Code)

Phone Number: _____ Cell: _____ Other: _____

E-mail address _____

- Position Applying For:
- | | |
|--|---|
| <input type="checkbox"/> Para Educator | <input type="checkbox"/> Substitute Teacher |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Custodian | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Bus Driver |
| <input type="checkbox"/> Coach | <input type="checkbox"/> Nurse |

Yes No Have you read the job description listing the qualifications, responsibilities, and physical requirements?

Yes No Are you able to perform the essential functions of this position with or without reasonable accommodations?

Why do you wish to work in this district/position? _____

Would you accept temporary or part-time employment? YES NO

Would you like to be added to the substitute list for the above position(s) you applied for? _____

Date Available: _____ Expected Hourly Salary _____

EDUCATIONAL & PROFESSIONAL TRAINING

Name of School	Location	Specialized Training Received
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High School: _____

College: _____

Other _____

Other: _____

RECORD OF WORK EXPERIENCE

Please list the jobs that you have held. List most recent job in the first space.

Name of Firm or Organization	Address & Phone Number	Supervisor's Name	Dates Employed	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Yes No Have you ever been placed on probation, discharged or asked to resign from a place of employment?

REFERENCES

In naming references, give preference to supervisors and co-workers who are familiar with your professional work. Do not use relatives as references. These people may be contacted by telephone or by written correspondence. At least three (3) recent references are requested.

Name and Title	Phone #	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Yes No Have you ever been convicted of a Misdemeanor?
- Yes No Have you ever been convicted of a Felony?
- Yes No Have you ever been placed on diversion or had deferred criminal proceedings involving moral turpitude?
(Moral turpitude includes, but is not limited to; theft, attempted theft, murder, rape, swindling, and indecency with a minor.)
- Yes No Do you presently have pending any violations of law other than minor traffic violations?
(If yes, please explain on a separate page. State the nature of the crime(s), when and where convicted and disposition of the case.)

AGREEMENT

Please read each statement closely and initial each acknowledging your understanding.

- _____ USD #357 provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, USD #357 complies with applicable state and local laws governing nondiscrimination in employment in every location in which the district has facilities. This policy applies to all terms and conditions or employment, including recruiting, hiring, placement, promotion termination, layoff, recall, transfer, leaves of absence, compensation and training.
- _____ I hereby 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.
- _____ 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.
- _____ 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.
- _____ 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.
- _____ I understand that if I am offered provisional employment in the school district, that my fingerprints may be taken, and a request made for a state and national criminal background check. I further understand that if the results of this criminal history check reveal that I have been convicted of any offense or any attempt to commit any offense specified in K.S.A. 1999 Supp. 72-1397, and amendments thereto, that my employment may be terminated.
- _____ I understand and agree that if I am employed, my employment will be “at-will”, which means that USD #357 may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, USD #357 will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on USD #357 unless made in writing and signed by the Board of Education President.
- _____ If I am employed by the district, I agree to observe all rules, regulations, and policies of the District now in force and effect or as they may change during my employment.

Signature of Applicant: _____ Date: _____