

Crook County School District #1

Central Administrative Office

P.O. Box 830

Sundance, Wyoming 82729

Telephone 307-283-2299 Fax 307-283-1810

An Equal
Opportunity
Employer

Classified
& Substitute
Employees

Application for Employment

Name _____ Phone _____
 (Last) (First) (M. I.)

Address _____
 (Mailing) (City) (State) (Zip)

Please check the locations, types of employment, and positions you would accept:

Location	Employment Type	Position
Central Office (Sundance)	Full-Time	Administrative Assistant
Hulett Schools	Part-Time	Bookkeeper/Clerk
Moorcroft K-8	Substitute	Bus Maintenance
Moorcroft Secondary	Temporary	Coach
Sundance Elementary	Summer	Computer Technician
Sundance Secondary		Cook/Lunch Aide
		Custodian/Maintenance
		Paraprofessional
		Paraprofessional (SPED)
		Sub Teacher
		Other _____

Date Available for Employment _____

Do you currently hold a valid Wyoming teaching certificate or substitute teaching permit? Y__ N__

If you are currently employed, may we contact your employer? Y__ N__

Education (Most Recent First – Complete All Information)

School Name & Location	Diploma/Degree	Major/Minor & Hours Credit	Dates

Employment History (Most Recent First – Complete All Information)

Employer	Address	Position	Salary	Reason for Leaving	Dates

Personal Data

Please list any skills, awards, licenses, or accomplishments which you believe are relevant to the position(s) for which you applying: _____

Are you aware of any reason, physical, mental, or otherwise, you would not be able to perform the duties required of the position(s) for which you are making application. Y ___ N ___ If yes, please explain: _____

Are you prevented from being lawfully employed in this country because of visa or immigration status? Y ___ N ___ Proof of citizenship or immigration status will be required upon employment.

Have you ever been convicted of or pled nolo contendere to, or otherwise received a deferred sentence in consideration of fulfilling the terms of probation as to any felony or any crime related to child abuse or neglect, or any crime relating to sexual abuse of a minor? Y ___ N ___ If yes, please explain: _____

Will you consent to the release of any and all information or records maintained by the Wyoming Department of Family Services concerning you, and sign the appropriate release so that such records may be released to Crook County School District #1? Y ___ N ___

Pursuant to the provisions of W.S. 21-7-401, any employee who is to be hired by the school board after July 1, 1996 who may have access to minors, is required to submit to fingerprinting and provide such other information as is necessary for the School District to acquire a criminal history background check. Do you consent to provide the appropriate fingerprinting and other information necessary for Crook County School District #1 to conduct a criminal background check? Y ___ N ___

Personal References

List three persons, not related to you, who have knowledge of your qualifications (complete all information):

Name	Occupation	Address	Telephone

I acknowledge that inquiries may be made to obtain job-related information from my previous and present employers, and that similar inquiries may be directed to the persons listed as personal references as well as to any other individual who knows me. I further acknowledge that Crook County School District may, at its discretion, make inquiries of law enforcement agencies, the department of motor vehicles, credit bureaus, and educational institutions. I authorize such inquiry and investigation and the giving and receiving of any information requested by the School district as part of such inquiry and investigation. I also release Crook County School District and its trustees, employees, and agents from liability for any claims arising from such inquiry and investigation. I affirm that information provided by me on this application is true, and I understand that if any part of the information is false or misrepresented (including omission of information called for), my application may not be considered, or if I am hired by Crook County School District, will be sufficient grounds for discharge.

Date

Applicant's Signature