

# UNIFIED SCHOOL DISTRICT NO. 407

802 N. MAIN  
RUSSELL, KS 67665



PH: 785-483-2173  
FAX: 785-483-2175

*An Equal Opportunity and Affirmative Action Employer*

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## CLASSIFIED PERSONNEL APPLICATION

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(Please Print or Type)

\_\_\_\_\_  
*Date of Application*

\_\_\_\_\_  
*Date of Availability*

\_\_\_\_\_  
*Position Sought*

Full Time    Part Time    Substitute

### **FOR DISTRICT USE ONLY**

Interview Date: \_\_\_\_\_

Interview Chairperson: \_\_\_\_\_

Assignment: \_\_\_\_\_

Position Offered:    Yes                       No

Position Accepted:    Yes                       No

Salary: \_\_\_\_\_

Salary Placement Schedule: \_\_\_\_\_

Employment Effective Date: \_\_\_\_\_

Application Renewal Date: \_\_\_\_\_

### **APPLICANT:**

\_\_\_\_\_  
*Last*

\_\_\_\_\_  
*First*

\_\_\_\_\_  
*Middle*

\_\_\_\_\_  
*SSN (optional)*

### **PERMANENT ADDRESS:**

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip*

\_\_\_\_\_  
*Telephone Number*

### **LIST ANY OTHER COMMUNITIES YOU HAVE LIVED IN FOR THE PAST 7 YEARS:**

\_\_\_\_\_  
*City/State*

\_\_\_\_\_  
*County*

\_\_\_\_\_  
*Dates of Residence*

## EDUCATIONAL BACKGROUND

School	Name and Location of School List Degree Earned	Circle Last Year Completed	Diploma or Degree
Elementary		<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	<input type="checkbox"/> Yes <input type="checkbox"/> No
High School		<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> Yes <input type="checkbox"/> No
College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No



## EMPLOYMENT RECORD

(Please list experience in chronological order starting with last position held. Account for all periods of time including military service and any period of unemployment.)

Dates		Name & Address of Employer	Name of Immediate Supervisor	What Did You Do?	Why Did You Leave?
From	To				

## USD NO. 407 DISCLOSURE STATEMENT

The tremendous responsibility the school district has to its school children and community necessitates the following information from all applicants regarding convictions. A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed. Applicants must report any convictions that occur subsequent to the time they initially completed this form.

*Moral turpitude includes, but is not limited to; theft, attempted theft, murder, rape, swindling, and indecency with a minor. Have you ever been convicted of a felony or misdemeanor involving moral turpitude? If yes, explain:*  Yes  No

*Have you ever been placed on diversion or had deferred criminal proceedings of a felony or misdemeanor involving moral turpitude? If yes, explain:*  Yes  No

*Do you presently have pending any violations of law other than minor traffic violations? If yes, explain:*  Yes  No

### OTHER RELATED EXPERIENCE

List other related work experience, seminars, workshops, etc., that have some connection with the work you will be doing.

Approximate Date of Experience	Brief Description of Experience	Place/Sponsor

## REFERENCES

Please list the name, email, address, and telephone number of four persons who know of your professional work and/or qualifications.

Name & Email	Address	Telephone	Official Position
Name: Email:			
Name: Email:			
Name: Email:			
Name: Email:			

## SIGNATURE

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.

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.

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*Applicant's Signature*

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*Date*

The Unified School District No. 407, Russell County, Russell, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact the Title IX Coordinator or the Section 504 Coordinator, or Superintendent of Schools, 802 N. Main, Russell, KS 67665, Telephone (785) 483-2173.