

**UNIFIED SCHOOL DISTRICT #298**  
**133 E. Lincoln Ave.**  
**Lincoln, Kansas 67455**  
**Application for Classified Personnel**



Name \_\_\_\_\_

\_\_\_\_\_ Last First  
 Middle

Address \_\_\_\_\_  
 Number and Street City State Zip

Home Telephone (\_\_\_\_) \_\_\_\_\_ Business Telephone (\_\_\_\_) \_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_ yes  
 \_\_\_\_\_ no

Specific Position(s) Applied For:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION**

School	Name	Location	Dates Attended	Diploma or Degrees
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High School \_\_\_\_\_

College or University \_\_\_\_\_

Business or Trade \_\_\_\_\_

Other \_\_\_\_\_

**Work Experience**

**List all Experience, Use Back of Sheet, If Necessary**

Dates From-To	Number of Years	Name & Address of Employment	Supervisor's Name	Job Title
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\_\_\_\_\_  
 \_\_\_\_\_

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Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of 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: \_\_\_\_\_

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Conviction of a crime is not an automatic bar to employment.

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

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Have you ever been dismissed or asked to resign from employment?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

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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: \_\_\_\_\_

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**For Secretarial/ Clerical Applicants Only:**

Do you type? \_\_\_\_\_ Yes      \_\_\_\_\_ Words/ Minute  
                    \_\_\_\_\_ No

Are you computer literate? \_\_\_\_\_ Yes      \_\_\_\_\_ No

List the software programs you are familiar with:

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**List Three Work References: (Do not list relatives)**

<b>Name</b>	<b>Position</b>	<b>Address (Street, City, State, Zip)</b>	<b>Phone</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**List any additional information regarding your knowledge, skills, and experience relative to the job for which you are applying:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, or national origin. Public Law 90-202 prohibits discrimination because of age. The laws of some states prohibit some or all of the above mentioned types of discrimination.**

**An Equal Opportunity Employer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Applicant**

**Please Return Applications To:  
Greta Obermueller, Clerk of the Board  
or  
Scott Crenshaw, Superintendent of Schools  
133 E. Lincoln Ave.  
P.O. Box 289  
Lincoln, Kansas 67455**

## **Agreement**

Notwithstanding any other provision to the contrary, any employment is subject to termination by the employing board of education, without further proceeding and without reference to any other law or contractual arrangement, if the results of the criminal history records check required by state law reveal this employee has been convicted of any offense, or of any attempt to commit any offense, specified in K.S.A. 1999 Supp. 72-1397, and amendments thereto.

Furthermore, it is understood that this application and records become the property of the District, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District now in force and effect or as they may change during my employment, if I am employed by the District.

### **USD #298 JOB APPLICATION ACKNOWLEDGEMENTS**

Acknowledgment of the following is required for the application process for USD #298. This document must be signed to complete the application.

1. I certify that all the information provided 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 check 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 you 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 you doing so.
5. If I am selected by the interview team and offered a position, I know the board must approve me as an employee before I am officially hired. I will not give notice to terminate a current position before official board action is taken.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant