

WAUBAY SCHOOL DISTRICT 18-3

"IN THE HEART OF THE GLACIAL LAKES REGION"

Classified Staff Application

Please Print or Type

Date Completed _____

Position(s) Applied For (Please prioritize: #1 being most desired)

_____ Secretary

_____ Educational Assistant(Para)

_____ Food Service

_____ Custodial

_____ Transportation

_____ Others: please explain

Applicant's Name _____

Address _____

Phone # (Home) _____

(Work) _____

(Cell) _____

Educational Background

| Name/Address of School | How Long? | What Years? | Degree/Diploma |
|------------------------|-----------|-------------|----------------|
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| | | | |
| | | | |
| | | | |

Work Experience (List employment beginning with most recent)

| Employer/Address | Dates Employed | Type of Work | Salary | Supervisor | Reason for Leaving |
|------------------|----------------|--------------|--------|------------|--------------------|
| | | | | | |
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| | | | | | |

References: These should be people familiar with your work who are qualified to answer questions concerning this application. Include people who have supervised you.

| Name | Position | Address | Phone |
|------|----------|---------|-------|
| | | | |
| | | | |
| | | | |

Please complete portions applicable to the position(s) for which you are applying

I. Office Experience

I can operate the following machines:

Computer ____ Laminator ____ Calculator ____ Fax ____ Copier ____
 Other (please list) _____

Describe any office experience you have

II. Teacher Aide Experience (please explain)

III. Commercial Food Experience (please explain)

IV. Have you driven any vehicle larger than a car or pickup? (Y / N)

Do you have a valid South Dakota driver's license? (Y / N) If yes, what does it qualify you to drive?

In the last five years, have you been involved in any accident or moving violation (Y / N)

If yes, please explain.

V. Have you operated any of the following?

Power Mower ____ Weed Eater ____ Tractor ____
 Vacuum ____ Scrubbing Machine ____ Shampooer ____

Can you:

Do general cleaning ____ Strip floors ____ Shampoo carpets ____
 General carpentry work ____ Paint ____

Describe any custodial/maintenance work you've done in the past five years. Please note whether you have supervised any maintenance work.

* * * * *

Certification of Applicants: Read carefully before signing. I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation; separation from employment.

Social Security Number

Print Name

I authorize the Waubay School District to make any investigation of any personal, educational, vocational, or employment history. I further authorize any current or former employee, person, firm, corporation, educational, or vocational institution or government agency to provide the Waubay School District with information they have regarding me. I hereby release any discharge to the Waubay School District and to those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that falsification of any part of this application, including any accompanying inserts, shall be sufficient cause for dismissal. References and personal information which become a part of this application will be regarded as confidential and shall not be revealed to me. Further, I understand the Waubay School District is drug free/smoke free/tobacco free and that any offer of employment is conditional based upon a completed criminal background check.

1. Have you ever been convicted of a felony? ____ No ____ Yes If so, identify
2. Have you ever been discharged from a position? ____ No ____ Yes (If yes, explain on a separate sheet)
3. Are you currently a party to any pending lawsuit or administrative action? ____ No ____ Yes (If yes, explain on a separate sheet)

Signature of Applicant

Date

EQUAL OPPORTUNITY EMPLOYMENT

The Waubay School Board subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that applicants are employed, assigned, and promoted without regard to their age, race, creed, color, sex, disability, marital status, political affiliation, or national origin. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.