

MARSING JT. SCHOOL DISTRICT NO. 363

OWYHEE AND CANYON COUNTIES

205 8th Ave. W, Hwy 78. • PO Box 340 • Marsing, ID 83639

Telephone: (208) 649-5411 • Fax: (208) 649-5517

APPLICATION FOR CLASSIFIED POSITION

(Except Bus Driver)

PERSONAL

Social Security No. (optional). _____

Date of Application _____

Last Name	First Name	Middle Initial	Maiden Name
Mailing Address _____			(_____) _____
Number & Street	Box	City	State Zip Telephone

Physical Address _____			(_____) _____
Number & Street	Box	City	State Zip Alt Telephone

E-Mail Address _____

Emergency Contact Person _____	(_____) _____
Name	Relationship Telephone

Is any additional information relative to change of name, use of assumed name, or nickname necessary to enable a check on the information you are providing on this form? If yes, please explain _____

EDUCATION

SCHOOL ATTENDED	ADDRESS	FROM	TO	DIPLOMA OR DEGREE

POSITION DESIRED

MAINTENANCE ____ CUSTODIAL ____ FOOD SERVICE ____

TEACHER AIDE ____ SECRETARY ____

OTHER _____

Date Available for Employment _____

Bilingual (Spanish)?

☐ Yes ☐ No

(OVER)



On a separate piece of paper briefly describe your strengths that will be helpful in this position.

PREVIOUS EMPLOYMENT

Give a complete record of all employment and reasons for periods of unemployed during past ten years. Start with most recent employment.

EMPLOYER	ADDRESS	POSITION	EMPLOYED FROM TO	REASON FOR LEAVING	PHONE	SUPERVISOR'S NAME
					()	
					()	
					()	
					()	
					()	

REFERENCES

Personal (Other than Relatives)

NAME	ADDRESS	PHONE	OCCUPATION
		()	
		()	
		()	
		()	
		()	

Are you related to any Marsing School Board Member? Yes () No () If yes, complete the following:

Board Member's Name

Relationship to You

LEGAL INFORMATION

Have you every resigned and/or been dismissed from a position, whether employment or otherwise, because you were accused of an incident of sexual misconduct or harassment of a person under the age of 18 years? Yes () No ()
If Yes, a written explanation is required.

Is there anyone residing at your address who is required to register for the Sex Offender Registry? Yes () No ()
If yes, a written explanation is required.

Have you ever been convicted of any crime? (Traffic infractions or motor vehicle violations classified as misdemeanors or felonies must be included.) Yes () No () If yes, give the date, place, nature of the offense, and circumstances in boxes below. Include all guilty pleas, withheld judgments, pleas of nolo contendere, and other convictions.

Date	Location	Conviction	Disposition

It is your responsibility to determine the nature of your criminal record. Failure to include any criminal convictions will be considered a deliberate misrepresentation and may result in dismissal. A conviction will not automatically disqualify the applicant from the job applied for. The seriousness of the crime and date of the conviction will be considered.

Marsing Jt. School District #363 will treat answers to the questions above as confidential and no disclosure will be made without the applicant's permission.

Please Read This Section Carefully

I hereby authorize Marsing Jt. School District #363 to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment, if I am employed, whenever it may be discovered.

I understand that Marsing Jt. School District #363 does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal laws.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I understand if selected as a finalist, I will have a criminal records check to be conducted through the Department of Law Enforcement. This check requires fingerprinting of the new employee. There will also be a screening completed through the Central Sex Offender Registry of Idaho.

In the event I am employed by Marsing Jt. School District #363, I agree to abide by all its applicable policies and procedures. ***My signature below certifies that I have read and understand this complete page and agree to the terms and conditions outlined in this document.***

Signature of Applicant

Date

The Marsing Joint School District #363 is an equal opportunity employer. The Board of Trustees and its agents, officers, and staff members shall not discriminate on the basis of race, age, handicap, color, religion, sex, or national origin in making decisions regarding staff members or students.

(OVER)

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*PLEASE RETURN THIS FORM, WITH YOUR APPLICATION, TO THE
MARSING SCHOOL DISTRICT OFFICE*

TO: Background Records
State Department of Education
Boise, ID 83720-0027

CONSENT/RELEASE STATEMENT

I, _____
Print Name Date of Birth

Social Security Number

hereby authorize Marsing Joint School District #363, 209 8th Ave. W, Hwy 78, Marsing, Idaho 83639, to receive any and all information concerning me contained within the files of the Criminal Identification Bureau under the name listed above and under any alias or any other first or last name which is listed below.

Print alias or other first or last name below.

Signature Date

MARSING JOINT SCHOOL DISTRICT #363

Education – Key to the Future



AUTHORIZATION FOR RELEASE OF INFORMATION ON PAST EMPLOYMENT WITH SCHOOL EMPLOYERS IDAHO CODE 33-1210

Idaho Law requires Applicants for any position at any Idaho Public School to allow the hiring School District Employer to obtain a copy of past public school employer personnel file materials and other documentation relating to the performance of the Applicant when such Applicant was employed by any other public school, whether in Idaho or any other state.

Before hiring an Applicant for any position, the District must request the Applicant sign this form. Should the Applicant refuse or fail to sign this form, the District is not permitted to hire the Applicant for any position. This authorization does not limit any employer from seeking additional information or disclosures from any Applicant.

This form: 1. Authorizes current public school employer of the Applicant/undersigned on this form, including Applicants outside of the state of Idaho, to release to the hiring district all information relating to the job performance and/or job related conduct of the Applicant and make available to the hiring School District copies of all documents in the previous employer's personnel file, investigative file or other files relating to the job performance of the Applicant; and
2. Releases the Applicant's/undersigned's current and past employers, and employees acting on behalf of the employer, from any liability for providing the above-mentioned information.

§ 33-1210 RELEASE:

I understand that the above requirements are a condition of my obtaining employment with the District and I consent to my current and former employers, both inside and outside the State of Idaho, upon receipt of this signed authorization, complying with Idaho law. I further consent that such authorization may be provided to the hiring District via electronic means.

Signature of Applicant

Date

Printed Name of Applicant

Identifying Employee Number/Name of Applicant or other Identifying
information for past employer

*Information obtained through the use of this Release will be used only for the purpose of evaluating the qualifications of the Applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.

*A copy of this Release and all information obtained through use of this Release will be placed into the Applicant's Personnel File with the District upon employment of the Applicant, if any.

*An Applicant's failure to disclose any former School District employer, whether within or outside of the state of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the District's report of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.

*By accepting an executed copy of this form, the hiring School District makes no guaranty or promise of employment to the Applicant. Further, the hiring School District may employ the Applicant on a conditional basis pending review of information gathered pursuant to this Release. Such conditional employment is not a guarantee or promise of continued employment with the hiring School District for any length of time or pursuant to any additional conditions.