



UNIFIED SCHOOL DISTRICT NO. 504  
OSWEGO, KANSAS

APPLICATION FOR EMPLOYMENT

SCHOOL SECRETARY POSITION  
*for*  
NEOSHO HEIGHTS ELEMENTARY SCHOOL

(Please print or type)

DATE OF APPLICATION \_\_\_\_\_

NAME \_\_\_\_\_  
(Last Name) (First) (Middle)

ADDRESS \_\_\_\_\_  
(Street Address) (P.O. Box, if applicable)

\_\_\_\_\_  
(City) (State) (Zip)

TELEPHONE ( ) \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**NOTICE OF NONDISCRIMINATION**

Applicants for employment will be considered for the position without regard to race, color, religion, sex, age, national origin, marital status, veteran status, non-job-related medical condition or handicap.

**An Equal Opportunity Employer**

**Mail or return completed application to:**

**Mitchell Shaw, Superintendent  
Unified School District No. 504  
P. O. Box 129  
719 Fourth Street  
Oswego, KS 67356  
620-795-2126  
Email: mshaw@usd504.org**

EDUCATION			
NAME OF SCHOOL	LOCATION (City and State)	DATES ATTENDED	DIPLOMA/ DEGREE
(High School)			
(Business/VoTech)			
(College)			

EMPLOYMENT HISTORY-WORK EXPERIENCE				
NAME OF EMPLOYER	LOCATION (City and State)	TYPE OF WORK	DATES EMPLOYED	
			From	To

Are you a citizen of the United States?      Yes \_\_\_\_\_ No \_\_\_\_\_

In the past two years (24 months), how many days have you been absent from work due to illness? \_\_\_\_\_

Have you ever been convicted of any crime, including any felony, misdemeanor or summary offense, which has not be expunged or duly annulled by a court?    Yes \_\_\_    No \_\_\_\_\_ *(If yes, state complete and accurate details on a separate sheet-including location and court of jurisdiction)*

Do you currently have any financial or legal issues that would preclude you from being bonded?  
Yes \_\_\_\_\_ No \_\_\_\_\_ *(If yes, please explain on a separate page)*

Do you have any health problems that could affect your ability to perform school office management and other clerical duties? *(If yes, please explain on separate page)*

1. Do you have typing/keyboarding skills? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how many words per minute can you accurately type? \_\_\_\_\_

2. Have had bookkeeping experience? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Have you had accounting experience? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Have you had experience working with computers? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain the type of computer(s) used and how you used it/them. *(Attach additional page if necessary)*

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5. Please describe the specific computer software, programs and applications you are familiar with and can use proficiently.  
*(Attach additional page if necessary)* \_\_\_\_\_

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6. List any additional office equipment you have operated and business or office management skills you believe would add emphasis to your candidacy. *(Attach additional page if necessary)* \_\_\_\_\_

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7. Have you had any prior experience answering a business telephone and/or serving as an office receptionist?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe your experience \_\_\_\_\_

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**REFERENCES**

List the names of at least five people who know you sufficiently well enough to serve as references regarding your personality, ability and character.

NAME AND ADDRESS (Street, City, State)	POSITION	TELEPHONE

**APPLICANTS COMMENTS:** Include any additional information you think would be helpful regarding your knowledge, skills and experience related to the position for which you are applying.

I hereby certify that the information provided by me in this application for employment is true, accurate and complete. I understand that if I am employed, any misstatement or omission of fact shall be considered cause for dismissal, therefore, I authorize the Unified School District No. 504 Board of Education's designated officials to have access to and verify any records that are relevant to the information submitted herein that may be maintained by any legal agency, police department, court, or legal custodian of such records. I further understand that this application, and any supporting records, become property of Unified School District No. 504.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_