Milford Public Schools

Application for Non-Teaching Positions

1200 West 1st Street

Milford, NE 68405

Fax: 402-761-3322

Phone: 402-761-3321

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please download and type in the information or print responses or have the requested information in your resume. | | | | | | | | | | | | |
| Date of Application: | | | |  | | |  | | |  | | |
| Position(s) Applying For: | | | | |  | | | | | | | |
| Name: | |  | | | | | | | | | | |
|  | | Last | | | | | First | | | | Middle | |
| Present Address: | | |  | | | | | | | | | |
|  | | | Street | | | City | | State | Zip | | | Telephone # |
| Email: |  | | | | | | |  |  | | |  |

Work Experience

Please list all work experience or have the requested information in your resume.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position | Location | Dates | Reason for Leaving | Salary |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please list any specific trainings/skills related to the position you are applying for or have the requested information in your resume:

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# References

List below names and addresses of persons who are qualified to answer questions concerning your credentials for the position(s) you seek or have the requested information in your resume. Please include supervisors under whom you have worked.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Position: |  |
| Complete Address & Telephone Number: | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Position: |  |
| Complete Address & Telephone Number: | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Position: |  |
| Complete Address & Telephone Number: | |  | | |

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| Notice Of Nondiscrimination  *Milford Public School District is an Equal Opportunity Employer*  Milford Public Schools does not discriminate on the basis of gender, race, national origin, marital status, age or disability in admission to, or treatment of, or employment in, its programs and activities. It is the intent of Milford Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Milford Public Schools. These procedures can be obtained by contacting Building Principals or the Superintendent. Inquiries concerning the application of Milford Public Schools policy of nondiscrimination should be directed to the Superintendent of Schools, Milford Public Schools, 1200 West 1st, Milford, NE 68405. |

**BACKGROUND CHECK – APPLICANT MUST COMPLETE THIS FORM**

# Release Authorization

In connection with my application for employment, I understand that an investigative consumer report may be requested that will include information as to my character, work habits, performance, reputation, and mode of living. I understand that as directed by policy and consistent with the job described, you may be requesting information from public and private sources about my: criminal history, military record, worker’s compensation record, driving record, court record, education, credentials and references.

Medical and worker’s compensation information will only be requested in accordance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my perspective employer from a consumer-reporting agency. If so, I will be notified and given the name and address of the agency or the source, which provided the information. I acknowledge that facsimile (FAX), photographic copy or email shall be as valid as the original.

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by the Milford Public Schools or its agent, to furnish the information described above. I understand that in the event a negative hiring decision is made based upon the results of my background check, a report will be furnished to me upon my request.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the request for or release of any of the above mentioned information or reports.

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|  | | | | | | | |
| *Last Name* | | *First Name* | | | | *Middle Initial (required)* | |
|  | | | | | | | |
| *Other LEGAL names you have used, including MAIDEN name(s)* | | | | | | | |
|  | | | | | | | |
| *Home Address* | | | | | | | |
|  | | | | | | | |
| *City* | *State* | | | | | *Zip* | |
| *Please list other addresses if less than 7 years at home address listed above: (use back of the sheet for additional addresses)* | | | | | | | |
|  | | | | | | | |
| *Address* | *City* | | | | *State* | | *Zip* |
|  | | | | | | | |
| *Address* | *City* | | | | *State* | | *Zip* |
|  | | | | | | | |
| *Social Security Number* | | | *Date of Birth (required)* | | | | |
|  | | | | | | | |
| *Driver’s License Number* | | *State of Issue* | | *Name as it appears on License* | | | |
|  | | | | | | | |
|  | | | | | | | |
| SIGNATURE OF APPLICANT (Required) | | | | | | | |

# PERSONAL DISCLOSURE – APPLICANT MUST COMPLETE THIS FORM

RESPOND TO EACH ITEM. If there is no response to an item, or if the required attachments are not included, or if the application is not signed, your application will be removed from consideration. Information provided in this disclosure will not automatically bar you from employment but will be considered in view of all relevant circumstances.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. |  | No |  | |  | Yes |  |
|  | Have you ever received a ticket, been charged with an offense, or been arrested for anything other than a minor traffic violation? (If you are unsure if a ticket, charge or an arrest was for a minor traffic violation, answer “YES”). If you answered yes to Question #1, you must explain each situation, including location(s), date(s), agency(ies) involved, and the outcome of each ticket, charge, or arrest. (Please attach and label your explanation). | | | | | | |
| 2. |  | No | |  |  | Yes |  |
|  | Have you ever had any license, permit, or certificate terminated, revoked, suspended, received a private or public reprimand or admonishment from a licensing agency (e.g., Nebraska Department of Education) or been subject to a judicial restraining or contempt order? If you answered yes to Question #2, you must attach an explanation of each situation including dates, location, agencies involved, and the outcome of each situation. | | | | | | |
| 3. |  | True | |  |  | Not True |  |
|  | I affirm that NONE of the information identified in Questions #1 and #2 in any way involved any of the following: (a) a felony; (b) rape, including statutory rape, or any other sexual assault; (c) sexual conduct with a minor of any kind; (d) abuse of a minor or child of any kind; (e) endangerment of a child or debauching of a minor; (f) public indecency; (g) prostitution, pandering, or keeping a place of prostitution; (h) assault or battery; (i) kidnapping, false imprisonment or abduction; (j) child pornography; or (k) any offense in which a minor was a victim or witness. | | | | | | |
| 4. |  | No | |  |  | Yes |  |
|  | Are you a citizen of the United States? | | | | | | |
| 5. |  | No | |  |  | Yes |  |
|  | Do you need any accommodations for interviewing? If yes, what type: | | | | | | |
| 6. |  | No | |  |  | Yes |  |
|  | Former employee of Milford Public Schools? If Yes, date of separation: | | | | | | |
| 7. |  | No | |  |  | Yes |  |
|  | Are you presently under contract? If yes, what District? | | | | | | |

VERIFICATION

I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand it is my responsibility to immediately provide updated, correct information if any of the information changes at any time. I understand that any omission, falsification or misrepresentation made by me on this application or any supplement to it will be sufficient grounds for failure to employ me or for my discharge should I become employed with the school district.

I understand that the disclosure of my social security number is optional. It may be used to conduct background checks for employment purposes and for personnel and payroll processing.

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| Legal Signature of Applicant | Date |

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| ***Applications will remain active for one year.*** |