

Unified School District 108
101 West College St
Washington, Kansas 66968
Phone 785-325-2261 x3
Fax 785-325-2138

CLASSIFIED STAFF EMPLOYMENT APPLICATION

Date_____

Notice to Applicant:

It is the policy of the Board of Education of Unified School District No. 108, Washington, Kansas to assure equal opportunity to qualified individuals regardless of their race, religion, color, sex, disability, national origin, ancestry, or age and to promote the full realization of equal employment opportunities to everyone.

This policy covers all aspects of the employment relationship including recruitment, hiring, placement, promotion, transfer, training and apprenticeship, compensation, layoff, termination, and harassment.

Name_____

(Last Name) (First Name) (Middle)

Address_____

Phone Number_____

Position Applying For_____

Have you read the job description for this position?_____

Are you able to perform the essential functions of this position with reasonable accommodation?_____

Would you accept temporary or part-time? Yes_____ No_____

Date Available_____

Have you ever been convicted of a felony?_____ If yes, please explain by confidential letter.

EDUCATION

Name of School	Location	Specialized Training
High School	_____	_____
College	_____	_____
Other	_____	_____

WORK EXPERIENCE

Please list the jobs you have held. List most recent job first.

Name of Firm or <u>Organization</u>	Address & <u>Phone Number</u>	Dates <u>Employed</u>	Reason for <u>Leaving</u>
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Please list any special work skills:

REFERENCES

List below persons who know about your work abilities and about your general qualifications. Qualification of applicants under consideration may be investigated by correspondence. Five recent references are requested.

NAME AND TITLE**ADDRESS AND PHONE NUMBER**

AGREEMENT

I hereby certify that the above information is true, accurate, and complete, to the best of my knowledge. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. 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.

In addition, I hereby authorize Unified School District No. 108 to conduct work history, personal reference, and/or police record inquiries to determine by acceptability for employment.

Signature of Applicant