

---

# USD #322

Onaga-Havensville-Wheaton

## APPLICATION FOR NON-CERTIFIED EMPLOYMENT

POSITION: \_\_\_\_\_

As an equal employment opportunity/affirmative action employer, USD #322 does not discriminate against applicants or employees in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

### Personal Information:

\_\_\_\_\_  
(Last name)                      (First)                      (Initial)                      (Today's date)

\_\_\_\_\_  
(Phone Number)                      (Alternate Phone)                      (E-mail Address)

### Address for the past three years:

Present: \_\_\_\_\_  
(Street)                      (City)                      (State) (Zip)                      (How Long?)

Previous: \_\_\_\_\_  
(Street)                      (City)                      (State) (Zip)                      (How Long?)

Previous: \_\_\_\_\_  
(Street)                      (City)                      (State) (Zip)                      (How Long?)

### Education:

|  |                       | Last Year Completed |    |    |    | Graduate? |        |
|--|-----------------------|---------------------|----|----|----|-----------|--------|
| _____<br>(High School)                           | _____<br>(City,State) | 9                   | 10 | 11 | 12 | Yes       | No     |
| _____<br>(College)                               | _____<br>(City,State) | 1                   | 2  | 3  | 4  | 5         | Yes No |
| _____<br>(Business, Technical or Other Training) | _____<br>(City,State) | 1                   | 2  | 3  | 4  | 5         | Yes No |

### General Information:

- Have you ever been bonded? \_\_\_YES \_\_\_NO  
If YES, explain: \_\_\_\_\_
- Have you ever been convicted of a crime involving moral turpitude? \_\_\_YES \_\_\_NO  
If YES, explain: \_\_\_\_\_

- Do you have any physical condition that may limit your ability to perform the duties of the job for which you are applying?  YES  NO If YES, explain\_\_\_\_\_
- If offered a position, will you consent to a medical examination?  YES  NO

**Employment History:**

**A. Present or Most Recent Position Held** \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Duties \_\_\_\_\_

Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**B. Next Previous Position Held** \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Duties \_\_\_\_\_

Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**C. Next Previous Position Held** \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Duties \_\_\_\_\_

Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Please attach record of any additional past employment.

May we contact the employers listed above?  YES  NO  
 If NO, indicate which one(s) you do not wish us to contact: \_\_\_\_\_

**Personal References (Not Former Employers or Relatives):**

| Name | Position | Address | Telephone Number |
|------|----------|---------|------------------|
|      |          |         |                  |
|      |          |         |                  |
|      |          |         |                  |
|      |          |         |                  |

**AUTHORIZATION AND RELEASE:*****Please read carefully***

I hereby certify that the information provided in this application and in any accompanying materials is true and complete, and that there is no misrepresentation or falsification in any of the statements or answers. I agree that if an investigation discloses any misrepresentation or falsification, such disclosure will constitute grounds for rejection of application or immediate dismissal from employment.

I hereby consent to and authorize any of my former employers to furnish any and all relevant information concerning my previous employment records. In addition, I consent to and authorize the educational institutions that I attended to furnish any and all relevant information concerning my educational background.

I hereby consent to, and authorize U.S.D. 322 to conduct criminal and/or background checks in connection with this application.

I hereby release and discharge U.S.D. 322 and any responsible person(s) employed by U.S.D. 322 from any and all claims and liability which I may have or ever claim to have relating to information provided to U.S.D. No. 322 as part of this application for employment.

**PRINTED NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*Signature of Applicant: At the time of the personal interview the Applicant will be asked to sign any needed and necessary releases as a part of the interview process and/or employment.*



A complete USD No. 322 application must be received in order to be considered for a position. It is the applicant's responsibility to ensure the application contains all required documents and to follow-up on the arrival of this information.

The application must include the following: letter of application, completed application, resume, letters of reference, official transcripts and/or licenses and/or certifications. Please forward application materials to:

Unified School District 322

P. O. Box 60

500 High Street

Onaga, KS 66521

Telephone: (785) 889-4614

Fax: (785) 889-4662

District Website: [www.usd322.org](http://www.usd322.org)

E-mail: [hermrecka@usd322.org](mailto:hermrecka@usd322.org)