

UNIFIED SCHOOL DISTRICT # 243

411 Pearson
Waverly, KS 66871
www.usd243ks.org

Phone: 785-733-2651

Fax: 785-733-2707

CLASSIFIED STAFF EMPLOYMENT APPLICATION

Date: _____

Notice to Applicant:

It is the policy of the Board of Education of Unified School District No. 243, Lebo-Waverly, 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.

If you have any questions regarding the above, please contact the district's Title IX Coordinator and Section 504 Coordinator:

Corey Reese, Superintendent
411 Pearson
Waverly, KS 66871

APPLICATIONS MUST BE RENEWED YEARLY. APPLICATIONS ARE RETAINED FOR ONE YEAR FROM DATE OF INITIAL APPLICATION.

Name _____
(Last Name) (First Name) (Middle Name/Initial)

Address _____
(Street) (City) (State) (Zip Code)

Phone Number _____

List any other name(s) you may have been known by which would be required to verify any of the information contained in this application. _____

Position Applying For: Para Custodian Secretary
 Food Service Worker Bus Driver Other _____

Have you read the job description listing the qualifications, responsibilities, and physical requirements? _____ Yes _____ No

Why do you wish to leave your present position? _____

Why do you wish to work in this district/position? _____

Would you accept temporary or part-time employment? _____ Yes _____ No

Would you like to be added to the substitute list for the above position(s) you applied for? _____ Yes _____ No

Date Available _____ Expected Hourly Salary? _____

Have you ever been dismissed or asked to resign from employment? If yes, please explain: _____

Have you ever been convicted of a Misdemeanor? _____ * Yes _____ No

Have you ever been convicted of a Felony? _____ * Yes _____ No

**If yes, please explain on a separate page. State the nature of the crime(s), when and where convicted and disposition of the case.*

EDUCATION

Name of School	Location	Specialized Training Received
High School	<hr/>	
College	<hr/>	
Other	<hr/>	

WORK EXPERIENCE

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

Name of Firm or Organization	Address & Phone Number	Supervisor's Name	Dates Employed	Reason for Leaving
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

REFERENCES

List persons who know your abilities and about your general qualifications. These persons may be contacted by telephone or by written correspondence. At least three (3) recent references are requested. (*Professional references preferred.*)

Name and Title	Phone #	Address
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

AGREEMENT

I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.

I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.

I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation, and I release you from all liability for any damages that may result from your doing so.

I understand that if I am offered provisional employment in the school district, that my fingerprints may be taken, and a request made for a state and national criminal background check. I further understand that if the results of this criminal history check reveal that I have been convicted of any offense or any attempt to commit any offense specified in K.S.A. 1999 Supp. 72-1397, and amendments thereto, that my employment may be terminated.

Signature of Applicant: _____