



Copper River School District
P.O. Box 108 / 1976 Aurora Drive
Glennallen, AK 99588

Copper River School District

Glennallen • Kenny Lake • Slana • Upstream Learning

Classified Application and Instructions

What is a Classified Position?

Classified positions do not require an Alaska teaching or administrative certification as a minimum qualification.

Posting Period

Applications are accepted during the advertisement phase listed on each job posting.

Application

A separate application is required for each job posting. Copies of applications are accepted with a current signature page.

Selection

An applicant who is selected for a position will be contacted by the District with an official offer of employment. If an applicant cannot be contacted within a reasonable timeframe, another applicant may be selected.

COPPER RIVER SCHOOL DISTRICT
Classified Application

P.O. Box 108
 1976 Aurora Drive
 Glennallen, AK 99588
 (907) 822-3234

Position Title _____

Last Name		First Name		MI	
Previous Name(s) Used					
Present Address			City	State	Zip
Permanent Address			City	State	Zip
Home Phone	Work Phone	Cell/Message Phone	Leave Message With		

Former Copper River School District Employee? No Yes Former Position _____

EDUCATION

School Name	City/State	Dates Attended		Graduated		Major Course or Subject	Degree/Cert	Credit Hours
		From	To	Yes	No			
High School								
College/University								
Technical/Trade School								
Business School								
Other Education/Training								

OFFICE USE ONLY

Date: _____ Counter: _____ Mail: _____

Application Processed By: _____ E-Mail: _____ Fax: _____

OUTSIDE ACTIVITIES

Professional memberships, certificates, or licenses held: _____

Past/present civic activities - include offices held: _____

QUALIFICATIONS AND SKILLS

Check all items below that fall within your skill set and experience.

Office Skills

- Accounting
- Accounts Receivable
- Accounts Payable
- Bookkeeping
- Data Entry
- Filing
- Letter Composition
- Purchasing
- Recordkeeping - Financial
- Recordkeeping - Payroll
- Reports - Statistical
- Reports - Financial
- Report Writing
- Other - Explain:

Computers

- PC Applications
- PowerSchool
- Google
- Weebly
- WordPress
- Microsoft Publisher
- Microsoft Excel
- Microsoft Word
- Microsoft Power Point
- General Tech Troubleshooting Skills
- Other - Explain:

Special Education Aide

- Behavior Support
- Deaf Interpreter
- Signing Type:
- Learning Disabled
- Mentally Disabled
- Physically Disabled
- OT/PT
- Speech/Language
- Other - Explain:

Crafts & Trades

- Heating & Ventilation
- Plumber
- Electrician Q
- Electronics
- Mechanic
- Carpenter
- Warehousing
- Alaska Driver's License
- License Type:
- Other -Explain:

Instructional Aide

- Bilingual
- Writing
- Math
- Music
- Reading
- Science
- Other - Explain:

Office Equipment

- Fax
- Photocopiers
- 10 Key Calculator
- Telephones
- Keyboard
- Other - Explain:

Other

- First Aid Card
- Expires:
- Food Service
- Institutional
- Cleaning/Custodial
- Safety/Security
- Other - Explain:

Fluent

Languages:

EMPLOYMENT RECORD

Start with present or most recent positions. List all previous employers, including self-employment, summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but completion of this section is also required.

Dates Worked From To	Hrs/Week	Starting Pay	Ending Pay	Job Classification/Title
Last or Present Employer				Description of Duties
Street Address State ZIP			City,	
Supervisor's Name Telephone				
Reason for Leaving				
Dates Worked From To	Hrs/Week	Starting Pay	Ending Pay	Job Classification/Title
Previous Employer				Description of Duties
Street Address State ZIP			City,	
Supervisor's Name Telephone				
Reason for Leaving				
Dates Worked From To	Hrs/Week	Starting Pay	Ending Pay	Job Classification/Title
Previous Employer				Description of Duties
Street Address State ZIP			City,	
Supervisor's Name Telephone				
Reason for Leaving				
Dates Worked From To	Hrs/Week	Starting Pay	Ending Pay	Job Classification/Title
Previous Employer				Description of Duties
Street Address State ZIP			City,	
Supervisor's Name Telephone				
Reason for Leaving				

REFERENCES

List three references, other than relatives, who have knowledge of your work experience and abilities. At least one reference should be a previous supervisor.

Name	Title	Address	Phone

Name and relationship of relatives who work for the Copper River School District or who serve on the CRSD Board (if any):

Name	Relationship	Department

If you answer yes to any of the following questions you will need to provide a written statement explaining the circumstances of the situation. The District will consider all the circumstances, including the dates and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility, qualifications, and suitability for employment. Yes answers to the following questions will not necessarily result in the denial of employment. Attach additional sheets if necessary.

1. Have you ever been convicted of, pleaded no contest to, admitted committing, or are you currently on probation or awaiting trial for any criminal offense (including felonies and misdemeanors and excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer YES even if the matter was later set aside, dismissed, deferred, vacated, or expunged. If you answer YES you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you, and the final disposition of the case(s).

Yes No

2. Have you ever been dismissed (fired) from any job or resigned at the request of your employer? You must answer YES even if charges against you or an investigation of your behavior is pending. You must answer YES even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer YES you must provide the date of termination of employment, the name, address, and telephone number of the employees) and a statement of the alleged reasons for termination.

Yes No

3. Have you ever had any license or certificate of any kind revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification, or other regulatory agency or body, public or private? If you answer YES you must provide the dates of the proceedings, name, address, and telephone number of the agency or body where proceedings took place, a statement of the accusation(s) against you, and the final disposition.

Yes No

4. Are you currently being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body or by your current or any previous employer? If you answer YES you must provide the name, address, and telephone number of the employer or licensing body and a statement of the accusation(s) against you.

Yes No

5. Has a complaint of child abuse or neglect ever been filed against you which resulted in legal intervention or a requirement of support services? If you answer YES you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation(s) against you, and the final disposition of the case(s).

.Yes No

6. Does your name appear on any Sex Offender database in any state or country?

Yes No

APPLICANT NOTE

It is my understanding that as a part of the Copper River School District procedures for processing my employment application, a background check may be made which allows access to confidential and proprietary information and systems. Information is obtained through third parties, such as business associates, financial sources, present and previous employers, Alaska State Troopers, Federal Bureau of Investigation, and others familiar with my background. This inquiry will include confirmation and information as to my character, general reputation, personal characteristics, previous employers, educational background, current and previous residence locations, and conviction records. I hereby authorize the Copper River School District to obtain from my present and former employers, references, educational institutions, and other persons all data needed to support this application. I also recognize that the school district has the right to access certain criminal information under Alaska Statute 12.62.035 and authorize the school district to make such inquiries as are authorized by that statute. I release Copper River School District and any persons providing information to Copper River School District from all liability pertaining to the release of any information pertaining to my employment application. I certify that all statements made on this application are true and complete to the best of my knowledge and any false statements, misrepresentation, or concealment of material will subject me to disqualification or immediate dismissal from employment.

It is my understanding that employment with Copper River School District requires the recommendation of the Superintendent and must be ratified by the School Board. Upon employment, the applicant must also have a current physical.

CERTIFICATION AND RELEASE

I have reviewed the job description and requirements of the position for which I am applying and understand these requirements.

Yes No

Can you perform all the essential job function(s) of the position for which you are applying, with or without reasonable accommodations? Please list any recommendation(s) for accommodation. Attach additional sheets if necessary.

Yes No

Are you legally authorized to work in the United States as a citizen or non-citizen with employment authorization? Proof of eligibility will be required before you can begin work.

Yes No

Print Name _____ Signature _____ Date _____

EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Copper River School District to provide equal education and employment opportunities and to provide services and benefits to all students and employees without regard to race, color, religion, physical or mental disability, national origin, gender, age, or other prohibition. This policy of the Copper River School District is consistent with applicable laws, regulations, and executive orders enforced by various federal, state, and municipal agencies, including, but not limited to, Executive Order 11246, Title 41, part 60-1, 60-2, 60-3, 60-20, Title VI and VII of the 1964 Civil Rights Act, and Title IX of the Education Amendments Act of 1972.

Date Received _____