



**U. S. D. #498
VALLEY HEIGHTS**

121 E. Commercial - P.O. Box 89
Waterville, KS 66548
(785) 363-2398

For Office Use Only

DATE

Application Received _____

Interview Scheduled _____

Non-Certified Staff Employment Application

Date: _____, 20____

Notice to Applicant: It is the policy of the Board of Education of this district to assure equal opportunity to qualified individuals, regardless of their race, color, sex, disability, national origin, ancestry, or age, and to promote the full realization of equal opportunities to everyone.

NAME: _____
(First) (MI) (Last)

ADDRESS: _____
(Street) (City & State) (Zip)

HOME PHONE: _____ BUSINESS PHONE: _____

Position Desired: _____

Date Available: _____

Have you read the job description, the essential functions and the physical requirements of the job?
Yes _____ No _____

Are you aware of any reason you would not be able to perform the duties required of the position for which you are applying?
Yes _____ No _____

(If "yes", please explain: _____

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

Have you ever been convicted of a felony?
Yes _____ No _____
(If "yes", please explain by confidential letter)

Special work skills:

A.) Secretarial/Clerical: Please indicate computer/software skills and indicate which office equipment you are familiar with: _____

B.) Custodial/Maintenance/Kitchen: List job skills you feel you have which are related to this position: _____

C.) Para-Professional: List any strong character traits which you feel make you a good candidate for a para position within our district: _____

REFERENCES

List below persons who have knowledge of your work abilities and your general qualifications. Any applicant under consideration by this district may be investigated by correspondence. Please list five (5).

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In the space provided below, please provide any additional information which you feel we need to be aware of regarding your work history, what you feel you can contribute as an employee of this district, what makes this position appealing to you, etc.

AGREEMENT

1. I hereby certify that the above information is true, accurate and complete, to the best of my knowledge. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if hired and the same is discovered thereafter, termination.
2. I authorize any of the persons or organizations referenced in this application to give U.S.D. #498 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.
3. I authorize U.S.D. #498 to request, receive, and verify all information given on this application and I release U.S.D. #498 from all damages that may result from you doing so.
4. I authorize U.S.D. #498 to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation and I release U.S.D. #498 from all liability for any damages that may result from you doing so. (Board Policy GACC)

Signature of Applicant

Date