**USD 239, NORTH OTTAWA COUNTY**

**Application for Employment**

***Classified Position***

**RESUMÉ MAY BE ATTACHED TO THIS FORM**

716 E. Seventh St., PO Box 257

Minneapolis, Kansas 67467

(785) 392-2167

[www.usd239.org](http://www.usd239.org)

**DISTRICT OFFICE USE ONLY**

All classified positions are “at will” and can be terminated at any time, with or without cause or advanced notice by either party.

USD 239 North Ottawa County, 716 E. Seventh St., PO Box 257, Minneapolis, Kansas, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

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| **POSITION APPLIED FOR** – *Check all that apply* | | | | | | | |
|  | Secretarial / Clerical | | *If applying for a position that involves working with students, please complete:* | | | |
|  | Paraprofessional / Aide | | |  | **Age Level:** |  |
|  | Food Service | | |  | Elementary (K – 6) |  |
|  | Maintenance / Custodial | | |  | Middle School / Jr-High (7-8) |  |
|  | Transportation | | |  | High School (9-12) |  |
|  | Other: |  | | |  |  |

**DEMOGRAPHICS:**

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| Date: | |  | | | | | | | | Email: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name: | | |  | | | | | | | | | First: | | | | |  | | | | | | | | | Middle: | | | | |  | | | | | | | | | | | |
| Street Address: | | | |  | | | | | | | | | | | | | | | | | Mailing address (if different) | | | | | | |  | | | | | | | | | | | | | | |
| City: |  | | | | | | | | | | | | | | | | | State: | | | |  | | | | | | Zip: | | | | |  | | | | | | | | | |
| Contact Numbers | | | | | Home: | | |  | | | | | | | Cell: | | | | |  | | | | | Other: | | |  | | | | | | | | | | | | | | |
| Are you interested in: | | | | | |  | Full-time Work | | | |  | | | Substituting | | | | | | | | | Desired wage: | | | | $ | | | | | | | | | | per | | |  | | |
| Have you ever filed an application with us before? | | | | | | | | | | | | | | | | Yes No | | | | | | | | If yes, give approximate date: | | | | | | | | | | | |  | | | | | | |
| Have you ever been employed by USD 239 before? | | | | | | | | | | | | | | | | Yes No | | | | | | | | If yes, give approximate date: | | | | | | | | | | | |  | | | | | | |
| Are you retired under the KPERS retirement system? | | | | | | | | | | | | | | | | Yes No | | | | | | | | If retired, when? | | | |  | | | | | | | | | | | | | | |
| Are you currently employed? | | | | | | | | | Yes No | | | | On what date would you be available for work: | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| Are you prevented from lawfully becoming employed in this country because of visa or immigration status? *(Proof of citizenship or immigration status will be required upon employment)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | Yes | | | |  | | | No | |
| Have you ever been convicted of a felony or any offense involving moral turpitude? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | Yes | | | |  | | | No | |

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**EDUCATION** (Please check the highest grade level completed)

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|  | **NAME** | **CITY / STATE** | **Major** | **DEGREE** |
| High School / GED |  |  |  |  |
| College |  |  |  |  |
| Other |  |  |  |  |

**EMPLOYMENT REFERENCES / WORK HISTORY**

*Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical.*

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| **MOST RECENT EMPLOYER** | | | | | | ***Are you currently working for this employer?*** | | | | | | | | | | | | | Yes No |
|  | | | | | | ***If yes, may we contact?*** | | | | | | | | | | | | | Yes No |
| Company Name: | |  | | | | | | | | | | | | | City/State: | | |  | |
| Phone Number: | |  | | | | | | Supervisor’s Name: | | | | | | | |  | | | |
| Dates Employed: | | *From* | | |  | | | | *To* | |  | | | | | | | | |
| Salary: | $ | | | per | | |  | | | Job Title: | | | |  | | | | | |
| Duties: |  | | | | | | | | | | | | | | | | | | |
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| Reason for Leaving: | | |  | | | | | | | | | | | | | | | | |
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| **SECOND MOST RECENT EMPLOYER** | | | | | | | | | | | | | | | | | **May we contact? Yes** **No** | | |
| Company Name: | |  | | | | | | | | | | | | | City/State: | | |  | |
| Phone Number: | |  | | | | | | Supervisor’s Name: | | | | | | | |  | | | |
| Dates Employed: | | *From* | | |  | | | | *To* | |  | | | | | | | | |
| Salary: | $ | | | per | | |  | | | Job Title: | | |  | | | | | | |
| Duties: |  | | | | | | | | | | | | | | | | | | |
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| Reason for Leaving: | | |  | | | | | | | | | | | | | | | | |
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| **THIRD MOST RECENT EMPLOYER** | | | | | | | | | | | | **May we contact? Yes No** | | | | | | | |
| Company Name: | |  | | | | | | | | | | | | | City/State: | | |  | |
| Phone Number: | |  | | | | | | Supervisor’s Name: | | | | | | | |  | | | |
| Dates Employed: | | *From* | | |  | | | | *To* | |  | | | | | | | | |
| Salary: | $ | | | per | | |  | | | Job Title: | | | |  | | | | | |
| Duties: |  | | | | | | | | | | | | | | | | | | |
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| Reason for Leaving: | | |  | | | | | | | | | | | | | | | | |
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| In addition to your work history, are there other skills, qualifications or experience that we should consider? If so, please list. |
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| **REFERENCES** |  | | | |
| **Name** | | **Address** | **Phone** | **Relationship** |
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*Attach additional information if necessary.*

### AGREEMENT

1. I agree 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, terminated.
2. 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.
3. 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.
4. I authorize you to conduct a criminal background investigation and I release you from all liability for any damages that may result from your doing so.
5. I 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 hired by the district.
6. I understand and agree that the board has the option of doing a criminal history records check. The board can terminate employment if the results of the criminal history records check reveal that the applicant has been convicted of any offenses specified in law.

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| Signature of Applicant |  | Date |