

USD 350 EMPLOYMENT APPLICATION

Non-Certified Staff & Substitute Teachers

Date: _____

NAME: _____
Last First Middle

ADDRESS: _____
Number and Street City State Zip

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____

BIRTH DATE: _____ SS#: _____

SPECIFIC POSITION(S) APPLIED FOR:

EDUCATION

<u>Name</u>	<u>Location</u>	<u>Dates Attended</u>	<u>Diploma or Degree</u>
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High School: _____

College or
University: _____

Business or
Trade: _____

Other: _____

WORK EXPERIENCE- List All Experience (start with the most recent). Attach A separate sheet if necessary.

JOB TITLE: _____ **WORK PERIOD, FROM:** _____ **TO:** _____

NAME AND ADDRESS OF EMPLOYER: _____

NAME OF SUPERVISOR: _____ **PHONE:** _____

MAY WE CONTACT: ☐ Yes ☐ No **REASON FOR LEAVING:** _____

JOB TITLE: _____ **WORK PERIOD, FROM:** _____ **TO:** _____

NAME AND ADDRESS OF EMPLOYER: _____

NAME OF SUPERVISOR: _____ **PHONE:** _____

MAY WE CONTACT: ☐ Yes ☐ No **REASON FOR LEAVING:** _____

JOB TITLE: _____ **WORK PERIOD, FROM:** _____ **TO:** _____

NAME AND ADDRESS OF EMPLOYER: _____

NAME OF SUPERVISOR: _____ **PHONE:** _____

MAY WE CONTACT: ☐ Yes ☐ No **REASON FOR LEAVING:** _____

JOB TITLE: _____ **WORK PERIOD, FROM:** _____ **TO:** _____

NAME AND ADDRESS OF EMPLOYER: _____

NAME OF SUPERVISOR: _____ **PHONE:** _____

MAY WE CONTACT: ☐ Yes ☐ No **REASON FOR LEAVING:** _____

Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor. Have you ever been convicted of or pled guilty or *nolo contendere* to a felony or any offense involving moral turpitude?

☐ Yes ☐ No

If yes, please explain: _____

Conviction of a crime is not an automatic bar to employment.

Have you ever been dismissed or asked to resign from employment?

☐ Yes ☐ No

If yes, please explain: _____

Are you aware of any reason you would not be able to perform the duties set out in the job description for the position for which you are applying?

☐ Yes ☐ No

If yes, please explain: _____

REFERENCES

<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>Address</u> (Street, City, State, Zip Code)
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any additional information regarding your knowledge, skill and experience relative to the job for which you are applying:

EMPLOYMENT APPLICATION AGREEMENT AND AUTHORIZATION

I agree to the following:

1. 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, 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 am aware that any offer of employment is conditional on the results of a background check and/or drug test as outlined below.
5. I understand and agree that the board has the option of doing a criminal history records check. I further understand and agree that the board can terminate my employment if the results of the criminal history records check reveal I have been convicted of any offenses specified in law. I hereby authorize the school district to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation and I release the board, the school district, and its employees or agents from all liability for any damages that may result from the criminal history records check.
6. I understand that the board has the option of requiring a drug test as a condition of employment. Any applicant who receives a confirmed "positive" drug screen result will have the offer of employment withdrawn and will be subject to disqualification from other application for school district employment for a period of two years from the effective date of the disqualification action. Refusal to submit to a drug test will result in the same disqualification from employment as a positive test result.
7. 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.

Signature of Applicant

Date

Please return completed application to:

Superintendent/Human Resources
505 N Broadway St.
St. John, KS 67576

or email it to superintendent@usd350.com