

_____ **SCHOOL DISTRICT**

APPLICATION FOR EMPLOYMENT - CLASSIFIED EMPLOYEE

(Use Ink or Typewriter - Answer all Questions - Please Print)

Return to: Personnel Director
(Address)

**AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION
EMPLOYER**

Which You Are Applying _____ Date _____ Position for _____

Applicant Name: _____
First Middle Last

Mailing Address: _____
Street City State Zip Code

Home Phone: () _____ Business Phone: () _____

Do you wish to claim Veteran's Preference? ☐ Yes ☐ No *If yes, please submit report of DD-214*

Are you over the age of 18? ☐ Yes ☐ No *If no, hire is subject to verification.*

Do you have a valid driver's license? ☐ Yes ☐ No

State: _____ Type: _____ Expiration Date: _____

Have you been convicted for a crime other than minor traffic infractions?: ☐ Yes ☐ No
If yes, please describe in full: _____

Conviction does not necessarily disqualify you from employment.

You need not disclose convictions that have been judicially sealed, expunged, or statutorily eradicated.

Would you work: ☐ Full Time ☐ Part Time Specify number of hours if only part time: _____

Were you previously employed in our school district? ☐ Yes ☐ No

If you have ever worked under a different name, please state name: _____

EDUCATION: (Circle Highest Grade Completed) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
1 6 1 7 1 8

NAME AND LOCATION OF SCHOOL	Course or Major	Hours or Units Completed	Did you Graduate?	Degree Received	Date Completed
HIGH SCHOOL					
JUNIOR COLLEGE					
COLLEGE OR UNIVERSITY					
BUSINESS, CORRESPONDENCE, TRADE OR GRADUATE SCHOOL					

EMPLOYMENT RECORD (List LAST position FIRST)			(Show complete record, including periods between jobs, for at least 10 years. Applications not showing REQUIRED EXPERIENCE may be rejected)		
FROM Mo./Yr.	TO Mo./Yr.	Occupation and Description of Duties Performed	Salary	Employer's Full Name and Address	Reason for Leaving (If dismissal, explain below)

USE SPACE BELOW FOR EXPLANATIONS OR ADDITIONAL INFORMATION
 Is there any other information which may help us find the job for which you are best qualified?
 Have you any special skills, qualifications, training, or experience not shown on this form?

PROFESSIONAL REFERENCES THREE (3) REFERENCES REQUIRED!

Name and Title	Address	Telephone

ANY PERSONAL DOCUMENTS WHICH YOU ENCLOSE WILL NOT BE RETURNED UNLESS ACCOMPANIED BY A SELF-ADDRESSED ENVELOPE BEARING SUFFICIENT POSTAGE.

I HEREBY CERTIFY that all statements made in this application are true. I authorize the District to investigate my references, work record, education, and other matters related to my suitability for employment. I also authorize the references and my prior employers to disclose to the District any and all letters, reports, and other information related to my professional and personal background, without giving me prior notice of such disclosure.

I agree and understand that any misstatement of material facts herein will cause (a) rejection of my application, and (b) forfeiture on my part to any employment or payment as an employee in the service of this District. I further agree to be fingerprinted, to submit to a complete medical examination, and upon employment, to furnish such proof of age and citizenship as may be directed.

Signature of Applicant

Date

OPTIONAL INFORMATION (VOLUNTARY)

Position for Which You Are Applying: _____ Date: _____
Name: _____
First Middle Last

Dear Applicant:

The information below is needed in order to measure the effectiveness of our recruiting efforts.
The information will NOT be used as a basis for selection. It will be torn off from the application and used for statistical purposes only. Thank you.

How did you hear about this position? _____

Ethnic background (check one): ☐ White ☐ Black ☐ Hispanic ☐ American Indian/Alaskan ☐ Asian/Pacific Islander

Sex: ☐ Male ☐ Female U.S. Citizen? ☐ Yes ☐ No Birth date: _____

Current Address: _____
Street City State Zip Code Telephone