

Box 648  
221 South Washington

# USD 353

Wellington, KS 67152

620-326-4300  
(Fax) 620-326-4304

## CLASSIFIED STAFF EMPLOYMENT APPLICATION

Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Name/Initial)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

In Case of Emergency notify \_\_\_\_\_  
(Name) (Address) (Phone)

Position Applying For:  Para Educator  Student Aid (At-Risk/Title I)  
 Secretary  Food Service  
 Custodian  Maintenance  
 Other \_\_\_\_\_

Yes  No Have you read the job description listing the qualifications, responsibilities, and physical requirements?

Yes  No Are you able to perform the essential functions of this position with or without reasonable accommodations?

Why do you wish to work in this district/position? \_\_\_\_\_

Would you accept temporary or part-time employment? \_\_\_\_\_

Would you like to be added to the substitute list for the above position(s) you applied for?

Date Available: \_\_\_\_\_ Expected Hourly Salary \_\_\_\_\_

## EDUCATION

Received	Name of School	Location	Specialized Training
High School:	_____	_____	_____
College:	_____	_____	_____
Other:	_____	_____	_____
Other:	_____	_____	_____

## WORK EXPERIENCE

Please list the jobs that you have held. List most recent job in the first space.

Name of Firm or Organization	Address & Phone Number	Supervisor's Name	Dates Employed	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Yes  No Have you ever been discharged or asked to resign from a position?

Yes  No Have you ever been placed on probation at a place of employment?

## REFERENCES

List persons who know your abilities and about your general qualifications. These persons may be contacted by telephone or by written correspondence. At least three (3) recent references are requested. (*Professional references preferred.*)

Name and Title	Phone #	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Yes  No Have you ever been convicted of a Misdemeanor?
- Yes  No Have you ever been convicted of a Felony?
- Yes  No Have you ever been placed on diversion or had deferred criminal proceedings involving moral turpitude?  
(Moral turpitude includes, but is not limited to; theft, attempted theft, murder, rape, swindling, and indecency with a minor.)
- Yes  No Do you presently have pending any violations of law other than minor traffic violations?  
(If yes, please explain on a separate page. State the nature of the crime(s), when and where convicted and disposition of the case.)

## AGREEMENT

- 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, termination.
- 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.
- 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.
- I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation, and I release you from all liability for any damages that may result from your doing so.
- I understand that if I am offered provisional employment in the school district, that my fingerprints may be taken, and a request made for a state and national criminal background check. I further understand that if the results of this criminal history check reveal that I have been convicted of any offense or any attempt to commit any offense specified in K.S.A. 1999 Supp. 72-1397, and amendments thereto, that my employment may be terminated.
- If I am employed by the district, 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.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE

Interviewed by: \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_

Neatness \_\_\_\_\_ Character \_\_\_\_\_

Personality \_\_\_\_\_ Ability \_\_\_\_\_

Hired \_\_\_\_\_ for department \_\_\_\_\_ Position \_\_\_\_\_ Will report \_\_\_\_\_ Wages \_\_\_\_\_

Estimated BOE Approval Date: \_\_\_\_\_  Yes  No Approved by BOE on \_\_\_\_\_