

Unified School District No. 374

Office of the Superintendent

105 West Fern / PO Box 670
Sublette, Kansas 67877

Phone: (316) 675-2277
Fax: (316) 675-2652

EMPLOYMENT APPLICATION NON-CERTIFIED PERSONNEL

NAME _____
Last First Middle

ADDRESS _____
Number & Street / PO Box City State Zip

HOME TELEPHONE _____ BUSINESS TELEPHONE _____

Are you over the age of 18? _____ yes
_____ no

SPECIFIC POSITION(S) APPLIED FOR:

EDUCATION

SCHOOL	NAME	LOCATION	DATES ATTENDED	DIPLOMA OR DEGREE
--------	------	----------	----------------	-------------------

High School _____

College or University _____

Business or Trade _____

Other _____

WORK EXPERIENCE

List All Experience, Use Back of Sheet, If Necessary

DATES FROM-TO	NUMBER OF YEARS	NAME & ADDRESS OF EMPLOYMENT	SUPERVISOR'S NAME	JOB TITLE
---------------	-----------------	------------------------------	-------------------	-----------

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.

Why are you seeking to change positions or why did you leave your last position? _____

Have you ever been dismissed or asked or resign from employment? ____yes ____no

If yes please explain: _____

Are you aware of any reason you would not be able to perform the duties as listed in the job description required of the position for which you are applying? ____yes ____no

If yes please explain: _____

FOR SECRETARIAL/CLERICAL APPLICANTS ONLY:

Do you type? ____yes ____no _____words/minute

Do you take shorthand? ____yes ____no _____words/minute

List any office machines (including computers or word processing software or equipment) with which you have had experience.

MACHINE	YEARS OF EXPERIENCE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

REFERENCES

NAME	POSITION	ADDRESS (Street, City, State, Zip Code)

List any addition information regarding your knowledge, skills and experience relative to the job for which you are applying.

AGREEMENT

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District which reserves the right to accept or reject it. I further 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 employed by the District.

Signature of Applicant

I hereby authorize the District to conduct work history, personal reference or police record inquiries to determine my acceptability for employment.

Signature of Applicant

Unified School District No. 374 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment of employment in its programs or activities. Any questions regarding the school's compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools, who can be reached at (316) 675-2277, 105 West Fern, PO Box 670, Sublette, KS 67877, or to the Assistant Secretary for Civil Rights, US Department of Education.