

**Unified School District No. 374**

**Office of the Superintendent**

105 West Fern / PO Box 670  
Sublette, KS 67877

Phone: (620) 675-2277  
Fax: (620) 675-2652

**EMPLOYMENT APPLICATION NON-CERTIFIED PERSONNEL**

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number & Street / PO Box City State Zip

E-Mail Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell 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 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 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 have experience with Microsoft Word? \_\_\_\_\_ Yes \_\_\_\_\_ No Years of Experience \_\_\_\_\_

Do you have experience with Microsoft Excel? \_\_\_\_\_ Yes \_\_\_\_\_ No Years of Experience \_\_\_\_\_

Do you have experience with Microsoft PowerPoint? \_\_\_\_\_ Yes \_\_\_\_\_ No Years of Experience \_\_\_\_\_

Do you have experience with Microsoft Publisher? \_\_\_\_\_ Yes \_\_\_\_\_ No Years of Experience \_\_\_\_\_

Please list any other office machines with which you have had experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REFERENCES

NAME	FULL MAILING ADDRESS	E-MAIL ADDRESS	PHONE NUMBER

List any additional information regarding your knowledge, skills and experience relative to the job for which you applying: \_\_\_\_\_

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## 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 certify 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

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 (620) 675-2277, or to the Assistant Secretary for Civil Rights, US Department of Education.