

Unified School District No. 483

(620) 563-7102/(620) 563-7103/PO Box 760/Plains, KS 67869-0760



Employment Application for Service and Support Personnel

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of medical condition, disability, or any other legally protected status.

An Equal Opportunity Employer

Personal Data	Date of Application _____		
	Name _____		
	Last	First	Middle Initial
	Current Address: _____		
	Street/Box	City	State ZIP
	Other address where you may be reached _____		
	Work Phone _____	Home Phone _____	
Position Data	Position for which you are applying _____		
	Type of employment: Full-time _____ Part-time _____ Summer only _____		
	Date available: _____		
	Have you ever been employed by this school district? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If yes, give dates of employment: _____		
Education/Training	Check highest educational level attained:		
	<input type="checkbox"/> Not high school graduate (Circle last grade completed)		
	1 2 3 4 5 6 7 8 9 10 11 12		
	<input type="checkbox"/> High School graduate	<input type="checkbox"/> GED	<input type="checkbox"/> Less than two years college
	<input type="checkbox"/> Two or more years of college	<input type="checkbox"/> Bachelor's Degree	
	<input type="checkbox"/> Masters Degree	<input type="checkbox"/> Other training or education _____	
	Licenses/certifications held _____		

	Schools attended: List all applicable information		
Names and Location of schools attended	Course of study: Major/Minor fields	Diploma, degree, certificate, or license	Year graduated (college only)

Work Experience	<p>Please provide a complete listing of all jobs or positions you have held over the past ten years. List the most recent first. Attach additional sheets if necessary. (Bus driver applicants, see addendum)</p>																							
	Employer and Location	Position/Title	Dates Employed	Reason for Leaving																				
Special Skills	<p>List specified skills and/or machines or equipment you can operate. Include typing speed and number of years of experience.</p> <p>1. _____ 4. _____ 2. _____ 5. _____ 3. _____ 6. _____</p>																							
General Information	<p>Do you have a relative who is a member of the USD 483 School Board? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide the name of the relative and the relationship: _____</p> <p>_____</p> <p>Have you ever been convicted of or pleaded guilty or no contest (nolo contendere) to a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, or indecency with a minor)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state where, when, and the nature of the offense; also indicate whether the charges were dismissed as a condition of probation, suspension, or deferred adjudication: _____</p> <p>_____</p> <p>(A felony conviction is not an automatic bar to employment. The District will consider the nature, date, and relationship between the offense and the position for which you are applying)</p>																							
References	<p>Please list references who may be contacted regarding your work history. Please include all managers and supervisors who evaluated or supervised your performance at the last two employing organizations.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Full name of Reference</th> <th style="width: 20%;">School District/ Firm Name</th> <th style="width: 20%;">Mailing address</th> <th style="width: 20%;">Position/Title</th> <th style="width: 20%;">Area Code/Phone Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Full name of Reference	School District/ Firm Name	Mailing address	Position/Title	Area Code/Phone Number															
Full name of Reference	School District/ Firm Name	Mailing address	Position/Title	Area Code/Phone Number																				
Verification	<p>I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge, and understanding that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.</p> <p>I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information that I have, personal or otherwise, and release all such parties from any liability for any damage that may result from furnishing same to you.</p> <p>I understand that the District is authorized by Kansas Education Code to obtain criminal history record information on applicants selected for employment.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Applicant Date</p> <p>This application becomes the property of the District. The District reserves the right to accept or reject it. This application will be considered active for a period of time not to exceed ___ days. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time.</p>																							