

UNIFIED SCHOOL DISTRICT 348

Box 67

Baldwin City, KS 66006

APPLICATION FOR CLASSIFIED POSITION

USD 348 does not discriminate on the basis of sex, race, color, national origin, disability, or age when considering applicants for employment. Any questions regarding the Board's compliance with Title VI, Title IX, Americans with Disability Act, or Section 504 may be directed to the local Title IX Coordinator, who can be reached at (785) 594-2721, 708 Chapel Street, Baldwin City, KS 66006-0067, or the Kansas Title IX Coordinator who can be contacted at (785) 296-2424, 120 S.E. 10th Avenue, Topeka, KS 66612-1182, or to the Assistant Secretary of Civil Rights, U.S. Department of Education.

(PLEASE PRINT OR TYPE, EXCEPT WHEN SPECIFIED OTHERWISE) Date of Application_____

Position(s) Desired_____

Name:_____

LAST	FIRST	MIDDLE
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Address:_____

NUMBER	STREET/BOX #	CITY	STATE	ZIP
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Telephone_____ Social Security Number_____

HOME	WORK
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Are you currently employed? Yes No

May we contact your present employer? Yes No

Do you have any commitments to another employer that might affect your employment with USD 348? Yes No

If yes, please explain:

Have you been convicted of any crime involving moral turpitude, dishonesty, theft, fraud, violence, or involving drugs or alcohol?

Yes No

If yes, please explain:

(Conviction will not necessarily disqualify applicant from employment.)

Are you over the age of 18? YES NO

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments if applicable. Do not include summer or high school employment unless that is your ONLY previous employment.

1. Employer	Phone #	Work Performed
Address		
Job Title		
Supervisor		Dates of Employment
Reason for Leaving		Wage Received
2. Employer	Phone #	Work Performed
Address		
Job Title		
Supervisor		Dates of Employment
Reason for Leaving		Wage Received
2. Employer	Phone #	Work Performed
Address		
Job Title		
Supervisor		Dates of Employment
Reason for Leaving		Wage Received
4. Employer	Phone #	Work Performed
Address		
Job Title		
Supervisor		Dates of Employment
Reason for Leaving		Wage Received

If you need additional space, please continue on the reverse side of this sheet.

Please list any of your hobbies or interests that you feel will contribute to your successful employment in USD 348 not listed elsewhere in this application.

EDUCATION
(Begin with high school)

School Name & Location	Major	Minor	Diploma/Degree

REFERENCES

Give references who can provide recommendations about your personal and work-related qualities as these relate to the position you are seeking. List people not related to you.

Name	Title/Capacity	Address	Telephone

1. I certify that all 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 terminated.
2. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in the application (and supporting documentation, if any) to provide any relevant information that may be necessary to make an employment decision, and release all parties from all liability for any damage that may result from furnishing the same to USD 348. I authorize any background check by any third party.
3. I understand that a medical examination is required before beginning employment and for continuation of employment every three years.
4. I understand this application is not a contract for employment and cannot create a contract, and I have been informed that personal interviews are required for employment in USD 348.
5. I understand this application will be kept in the active files for a period of one school year. I further understand that if I am not hired during that period, I may reactivate this application to be considered for employment for one additional school year by so requesting such reactivation in writing.
6. I understand that proof of citizenship or immigration status is required prior to beginning employment in USD 348.
7. 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.
8. I understand that this application and all supporting materials become the property of USD 348, which reserves the right to accept or reject it.
9. 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.
10. 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 if I am hired by the district.
11. I understand and agree that the board has the option of doing a criminal history records check. The Board can terminate employment if the results of the criminal history records check reveal that the employee has been convicted of any offenses specified in law.

Signature of Applicant

Date

USD 348 is an equal employment opportunity agency.