



CLASSIFIED PERSONNEL APPLICATION

201 Patton Road, Great Bend, Kansas 67530-4613 Telephone 620-793-1500 Fax 620-793-1585

TO THE APPLICANT: Please complete the application form in its entirety and provide details which will aid school district personnel in considering your application for position(s) which best meet your qualifications.

UDS 428 does not discriminate in educational or employment practices on the basis of race, color, religion, creed, national origin, sex, marital status, veteran status, disability, ancestry, age, or any other prohibited bases of discrimination. No question on this application is intended to secure details which would be used in a discriminatory manner. Although the application will be given serious consideration, its receipt does not imply that the applicant will, in fact, be employed.

If you require assistance or special accommodations in completing the application, please advise USD 428 personnel of your needs. Thank you for your interest in Unified School District 428, Great Bend.

NAME _____
(Last) (First) (Middle) (Maiden)

ADDRESS _____

TELEPHONE _____ DATE APPLICATION SUBMITTED _____
(Home) (Work)

Are you legally eligible for employment in the United States? [] Yes [] No

Have you been employed by USD 428 at a prior time? [] Yes [] No
If yes, please provide job title and approximate dates. _____

Have you ever been arrested for or convicted of a misdemeanor crime? [] Yes [] No
Have you ever been arrested for or convicted of a felony crime? [] Yes [] No
If yes to either question, please provide the charge(s) and approximate date(s). _____

Position for which you are applying. (Please number in order of preference if more than one is indicated.)

- | | |
|--|-------------------------------|
| _____ Secretarial | _____ Food Service |
| _____ Teacher Assistant / Paraprofessional | _____ Bus Driver (Activities) |
| _____ Custodial | _____ Other _____ |
| _____ Maintenance | |

Preference of employment: [] Full time [] Part time
Are you now employed? [] Yes [] No

If presently employed: Firm or Company Name _____
Address _____
Present Salary _____

Proof of citizenship or immigration status is not required at the time of application. If hired, persons will be required to submit documents sufficient to establish employment authorization in compliance with the Immigration Reform and Control Act of 1986.

The Board of Education of Unified School District 428 initiates Kansas Bureau of Investigation background checks for all new employees (9/10/01: BOE Policy GACC).

EDUCATION

Name of Institution	City and State	Major Course or Subject	Last Year Completed	Degree
High School			1 2 3 4	
Business / Technical Training School			1 2 3 4	
College			1 2 3 4	
College			1 2 3 4	

EMPLOYMENT RECORD

Please list employers, starting with PRESENT or MOST RECENT.

Name and Address of Present and Former Employers	Position and Duties	<u>Dates Employed</u>	
		From	To

REFERENCES

Name	Street Address, City, and State	Occupation	Phone Number

I give my permission to personnel of Unified School District 428, Great Bend, to make job-related inquiries of employers and references listed on this application.

Signature of Applicant _____ Date _____

OFFICE / CLERICAL

Typing: Yes No WPM _____

Dictation: Yes No

Please list the office machines you can operate.

Please provide details on your computer operating experience and capabilities.

TEACHER ASSISTANT / PARAPROFESSIONAL

Please write a brief description of your past experiences or activities which would be beneficial in working with children.

Do you type? Yes No WPM _____

What age children would you prefer to work with? Please number in order of preference.

Elementary Middle School High School Special Education

FOOD SERVICE

Please list your experience in the following areas.

Food preparation: _____

Serving of food: _____

Management: _____

Working around children / students: _____

CUSTODIAL / MAINTENANCE

Please list your experience in the following areas.

Carpentry: _____

Electrical: _____

Plumbing: _____

Housekeeping: _____



APPLICATION ADDENDUM

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Applicant's Job Application Acknowledgments

1. 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.
2. 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 with any third party.
3. I authorize you to request, receive, and verify all information given on this application, and I release you from all liability for any damages that may result from your doing so.
4. 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 further authorize the release of results to the state and local boards of education as may be required by law.

Signature of Applicant

Date

3/5/05