

WORK EXPERIENCE

Please list work experience, use additional sheet if necessary. Please list most recent job first.

<u>Name</u>	<u>Location</u>	<u>Phone Number</u>	<u>Dates From / To</u>	<u>Reason for Leaving</u>	<u>Supervisor Name</u>	<u>Wage</u>
-------------	-----------------	-------------------------	----------------------------	-------------------------------	----------------------------	-------------

Please list any special skills or knowledge you may have that may be relevant to the job for which you are applying: _____

WORK REFERENCES

List below persons who know about your abilities and about your general qualifications. Qualification of applicants under consideration may be investigated by correspondence. (Please do not list relatives.)

NAME, TITLE, SCHOOL/ORGANIZATION

E-MAIL ADDRESS AND PHONE NUMBER

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 per minutes

Are you computer literate? yes no List the software programs you are familiar with:

What computer hardware are you familiar with? _____PC/IBM _____Macintosh _____Both

For transportation applicants only:

Have you ever been arrested for a DUI? yes no Convicted? yes no When? _____

Do you currently hold a valid Kansas driver's license? yes no

Do you currently hold a valid CDL? yes no License number: _____

Do you have any convictions for speeding or careless driving in the last 5 years? yes no . If yes, please give date and brief description on the incident: _____

Are you willing to submit to drug/alcohol testing as part of the terms of your employment? yes no

Are you available to drive activity routes for the district, including possible afternoon, evening or limited Saturday activities? yes no

AGREEMENT

Notwithstanding any other provision to the contrary, any employment is subject to termination by the employing board of education, without further proceedings and without reference to any other law or contractual arrangement, if the results of the criminal history records check required by state law reveal this employee has been convicted of any offense, or of any attempt to commit any offense, specified in K.S.A. 1999 Supp. 72-1397, and amendments thereto.

I hereby certify that the above information is true, accurate, and complete, to the best of my knowledge. 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.

In addition, I hereby authorize the District to conduct a background check of any work history, personal reference, and/or criminal records to determine my acceptability for employment.

Signature of Applicant

Notice to Applicant:

It is the policy of the Board of Education of Palco Unified School District 269, Palco, KS, to assure equal opportunity to qualified individuals regardless of their race, religion, color, sex, disability, national origin, ancestry, or age, and to promote the full realization of equal employment opportunities to everyone.

This policy covers all aspects of employment, relating to: recruitment, hiring, placement, promotion, transfer, training and apprenticeship, compensation, layoff, termination, and harassment.

Please return application to:

USD 269
Attn: Superintendent
402 3rd Street
P.O. Box 38
Damar, KS 67632