

**STRASBURG SCHOOL DISTRICT NO. 31-J
NON-CERTIFIED POSITION APPLICATION**

Dear Applicant:

Thank you for your interest in working for Strasburg School District No. 31-J. This application is intended for use in evaluating your suitability for employment. It is not an employment contract. Please furnish complete and accurate information. The District will not consider incomplete applications. The District will verify your application and false or misleading statements will be grounds for refusal or termination of employment and benefits. Strasburg School District No. 31-J is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, ethnicity, sex, national origin, creed, religion, age, sexual orientation, disability or other protected status. Compliance Officer: Monica Johnson mjohnson@strasburg31j.com 303-622-9211 ext 898

PERSONAL INFORMATION

Name (First, Middle, Last): _____ Social Security No.: _____

Present Address (Street, City, State, Zip): _____

Permanent Address (if different): _____

Phone Number: _____ Alternate Number: _____ Email: _____

Are you a veteran or a current member of the U.S. Armed Forces? Yes No

MARK APPROPRIATE BOXES:

- New Application
- Previous Application on File
- Former Employee of the School District
- Full-time
- Part-time
- Temporary

List positions for which you are applying: _____

QUALIFICATIONS

(If space provided is insufficient, please attach additional sheets as needed)

PREVIOUS EMPLOYERS:

PLEASE NOTE: Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the *correct telephone numbers of past employers are critical*. Ask for a phone book or call information if you need. FOR EMPLOYERS OUTSIDE THE U.S., A CURRENT FAX NUMBER IS MANDATORY.

MOST RECENT EMPLOYER	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently working for this employer?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, may we contact?
COMPANY NAME	CITY	STATE
DATES EMPLOYED	JOB TITLE	SUPERVISOR NAME
DUTIES		
SALARY	PER ()	REASON FOR LEAVING
	(HOUR, WEEK, MONTH)	
SECOND MOST RECENT EMPLOYER		
COMPANY NAME	CITY	STATE
DATES EMPLOYED	JOB TITLE	SUPERVISOR NAME
DUTIES		

SALARY _____ PER _____ (HOUR, WEEK, MONTH)	REASON FOR LEAVING _____		
THIRD MOST RECENT EMPLOYER			
COMPANY NAME _____	CITY _____ STATE _____		
<table border="1" style="float: right; border-collapse: collapse;"> <tr> <td style="padding: 2px;">PHONE ()</td> </tr> <tr> <td style="padding: 2px;">FAX ()</td> </tr> </table>		PHONE ()	FAX ()
PHONE ()			
FAX ()			
DATES EMPLOYED _____	JOB TITLE _____ SUPERVISOR NAME _____		
DUTIES _____			
SALARY _____ PER _____ (HOUR, WEEK, MONTH)	REASON FOR LEAVING _____		

REFERENCES: Include only individuals familiar with your work ability. Do not include relatives.

NAME	ADDRESS/PHONE	YEARS KNOWN/RELATIONSHIP
1.		
2.		

EDUCATION: Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+
 If your school records are under a different name than above, please enter that name: _____

NAME	CITY/STATE	GRADUATE?	DEGREE?
HIGH SCHOOL			
COLLEGE			
OTHER			

DRIVING RECORD:

If your duties do not include driving, please skip this section.

Do you have a valid driver's license? Yes No

Have you had any moving traffic convictions in the past seven years? Yes No

State of Issue _____ DL# _____

Type of driver's license _____

Endorsements? _____

Restrictions? _____

SECURITY:

Applicants who are offered employment with the District will be required to successfully complete a criminal background check in accordance with state law.

In which states have you lived the past seven years? (Include counties) _____

Have you used any names (aliases, maiden names, married names, etc.) or Social Security numbers other than given on page one?

Yes No If so, please list _____

Have you ever been charged with any crime other than a minor traffic offense? (Note, a DUI is not considered a minor offense)

Yes No If so, please list _____

Have you ever been convicted of, pled guilty to, or pled nolo contendere to any crime, other than a minor traffic offense, or received a deferred sentence? (Note, a DUI is not considered a minor offense)

Yes No If so, please list _____

Have you been terminated or resigned from a position because of inappropriate or illegal behavior involving a child or children?

Yes No If so, please list _____

INCIDENT DATE	CITY/STATE	CHARGE

To avoid conflict of interest, list any local school board member or employee relative(s) in the school district and cite relationship.

Estimate your total absence from work or school for the last three years and explain the reason(s).

PLEASE READ CAREFULLY BEFORE SIGNING

CERTIFICATION AND RELEASE: I certify that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of fact called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the school and/or its agents including consumer reporting bureaus to verify any of this information by searching appropriate information and record sources. I authorize all employers, persons, schools, companies, law enforcement authorities, and state agencies to release any information concerning my background and hereby release those parties from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

SIGNATURE	DATE
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FOR OFFICE USE ONLY

Background information requested

- | | |
|-------------------------------|-----------------------|
| 1. Former employers _____ | 7. Place. File _____ |
| 2. References _____ | 8. NTE _____ |
| 3. Workers' Comp _____ | 9. Core _____ |
| 4. MVR (driving record) _____ | 10. Transcripts _____ |
| 5. Criminal History _____ | 11. Spec. _____ |
| 6. Stu. Tchg. _____ | 12. Cert. _____ |