

Moundridge USD 423

526 East Cole, Box K
Moundridge, KS 67107
Telephone: (620) 345-5500

APPLICATION FOR CLASSIFIED PERSONNEL

-----PERSONAL DATA-----

A. NAME: _____
(Last) (First) (Middle)

B. ADDRESS: _____
City _____ State _____ Zip Code _____

C. TELEPHONE _____ D. SOCIAL SECURITY NO. _____

E. HEALTH: How many days have you been absent from work or school during the past three years for non-school-related reasons? _____. Do you have any physical condition that may limit your ability to perform the job for which you are applying? _____. If so, please explain _____.

F. REFERENCES:

Name and Title (if applicable)	Mailing Address Telephone No.	Relation to Applicant (Supervisor, Friend, Co-Worker, etc.)

-----PROFESSIONAL DATA-----

A. POSITION DESIRED: _____

B. CURRENT EMPLOYER: _____ MAY WE CONTACT YOUR EMPLOYER? ___ YES ___ NO

C. WORK HISTORY: List all experiences – continue on an additional sheet if necessary.
Dates Employed Name/Address of Employment Your Job Title Your Supervisor's Name

D. EDUCATION: List all education and training you have received.
School or Training Site Name Location Dates Attended Degree/Diploma
High School _____
Business/Trade School _____
College/University _____
Other _____

-----**QUESTIONS**-----

- A. Have you ever been convicted of or plead guilty or no contest to a felony or any offense involving moral turpitude? If so, please explain (note – conviction of a crime in not an automatic bar to employment):

- B. Have you ever been dismissed or asked to resign from employment? ____ YES ____ NO
If yes, please explain:

- C. Why are you seeking to change positions or why did you leave your last position?

- D. What types of machines that are used in the position you are applying for do you have experience using (for example, custodial applicants may have experience using a floor scrubber)?

- E. List any additional information regarding your knowledge, skills or experiences relative to the job for which you are applying (for example, secretary applicants may list their typing skills):

-----**APPLICANT 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 or my professional resume' or vita 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 damaged that may result from furnishing such information to you. I authorize any background checks by any third party.
- 3. 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.
- 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.

Signature of Applicant

Date

This school system is an Equal Opportunity Employer and adheres to the requirement of Title IX. Any information obtained from inquiries in this application will not be used in any discriminatory manner that may be prohibited by law or regulation that may be applicable.