

Genesee Joint School District No. 282

P.O. Box 98 • Genesee, Idaho 83832
Phone 208.285.1161 FAX 208.285.1495

APPLICATION FOR EMPLOYMENT CLASSIFIED PERSONNEL

Position you are applying for:

- Clerical Teacher's Aide Food Service
 Custodial School Bus Driver Preschool Program
 Other _____

APPLICATIONS FROM ALL QUALIFIED INDIVIDUALS WILL BE CONSIDERED ONLY IF ALL QUESTIONS ARE ANSWERED, ALL SECTIONS COMPLETED AND ALL ATTACHMENTS ARE INCLUDED HEREWITH. Selected applicants will be called for personal interviews that are required before hiring.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Emergency Contact Name: _____ Phone: _____

Date Available: _____ Social Security No.: _____ Date of Birth: _____
(disclosure of social security # is optional)

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you worked for our District before? YES NO If yes, when? _____

Have you been fingerprinted by the SDE? YES NO

If yes, place and date of fingerprinting: _____

CRIMINAL BACKGROUND AND SEX OFFENDER REGISTRY CHECKS ARE *REQUIRED* FOR EMPLOYMENT

List any physical disability that would prohibit you from completing the duties of the position for which you are applying:

Have you ever been convicted, been given a suspended sentence, a withheld judgement in regard to a crime involving moral turpitude, or been convicted of a felony? YES NO

If yes, explain: _____

(A yes answer will not necessarily bar you from employment)

Does anyone living at the same residence as you register for the Sex Offender Registry? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

List special skills/licenses/equipment operated: _____

References

Please list three (3) current professional references capable of assessing your ability to perform work for which you are applying below:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

The following items must be attached to this application:

- 1) ***Two (2) letters of recommendation.*** These may be from the same individuals that you listed as references above.
- 2) ***A resume detailing your experience.***

Please complete applicant's certificate and release on next page

Previous Employment

Company #1: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company #2: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company #3: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

IF YOU HAVE ADDITIONAL EXPERIENCE YOU WISH TO LIST, PLEASE ATTACH TO APPLICATION.

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

APPLICANT'S CERTIFICATE AND RELEASE

Read Carefully Before Signing

THIS APPLICATION IS NOT A CONTRACT OF PERMANENT EMPLOYMENT AND CANNOT CREATE ANY SUCH CONTRACT. I UNDERSTAND THAT IF EMPLOYED BY THE SCHOOL DISTRICT, I AGREE TO ABIDE BY ITS POLICIES, RULES, AND REGULATIONS INCLUDING, BUT NOT LIMITED TO, THOSE CONTAINED IN THE GSD POLICY MANUAL.

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions in my application or interview may result in my release if this application leads to employment. I hereby authorize any former employer, person, firm, corporation, or government agency to answer any and all questions and to release or provide any information within their knowledge or records and I agree to hold any or all of them blameless and free of liability for releasing any truthful information that is within their knowledge or records. Indicate by number any of the above employers whom you do not wish us to contact: _____. This District is also hereby authorized to release to any other firm or person with whom I may seek employment, any and all information concerning my employment or application.

Signature: _____ Date: _____

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

THE GENESEE JOINT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

The Genesee Joint School District No. 282 provides a hiring preference for qualified veterans and their spouses for all positions except "key employees." Further information about this preference may be obtained from the Clerk of the Board.