

VICTORIA U.S.D. No. 432

1105 10th St.

Victoria, Kansas 67671

Telephone (785) 735-9212

EMPLOYMENT APPLICATION

NON-CERTIFIED PERSONNEL

DATE: _____

NAME _____

ADDRESS _____

HOME PHONE # _____ CELL PHONE# _____

ARE YOU OVER 18? _____ YES _____ NO

SPECIFIC POSITION (S) APPLIED FOR: _____

EDUCATION

	SCHOOL NAME	LOCATION	DATES ATTENDED	DIPLOMA/ DEGREE
High School				
College or University				
Business or Trade				
Other				

WORK EXPERIENCE

(List all Experience-Use Back of Sheet if Necessary)

DATES FROM-TO	NUMBERS OF YEARS	NAME & ADDRESS OF EMPLOYMENT	SUPERVISOR'S NAME	JOB TITLE

Do you have any relatives who work for the district or who serve on the Board of Education?

Yes _____ No _____ If yes, please state their names and your relationships: _____

Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor. Have you ever been convicted of or plead guilty or nolo contendere to a felony or any offense involving moral turpitude?

____ Yes ____ No If yes, please explain: _____

Conviction of a crime is not an automatic bar to employment.

WHY ARE YOU SEEKING TO CHANGE POSITION 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 APPLICATION ONLY:

DO YOU TYPE? ____ Yes ____ No Words per minute _____

DO YOU HAVE COMPUTER SKILLS? ____ Yes ____ No Explain in detail: _____

DO YOU HAVE ACCOUNTING SKILLS? ____ Yes ____ No Explain in detail: _____

LIST ANY OFFICE MACHINES WITH WHICH YOU HAVE HAD EXPERIENCE:

MACHINE

YEARS OF EXPERIENCE

REFERENCES

Name

Position

Phone Number

LIST ANY ADDITIONAL INFORMATION REGARDING YOUR KNOWLEDGE, SKILLS AND EXPERIENCE RELATIVE TO THE JOB FOR WHICH YOU ARE APPLYING: _____

This school system is an Equal Opportunity Employer and adheres to the requirements of Section 504 and Title IX.

Any information obtained from inquiries in this application will not be used in any discriminatory manner which may be prohibited by law.

AGREEMENT

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

Signature of Applicant

I hereby authorize the district to conduct work history, personal reference or police records inquiries to determine my acceptability for employment.

Signature of Applicant