

USD 492 Employment Application

Name (Last, First, MI)	
Street Address	
City, State, Zip	
Home Phone Number	Work Phone Number
Facsimile Number	E-mail Address
Social Security Number	Driver's License Number/State/Expiration
(if job involves driving)	

Last Name, First Initial:

Employment Desired

Position applied for:	
How did you hear about this position?	
Social Security Number	Desired hours (full time, part time, etc)

Education

	Name and Street Address of School	Course of Study	Total Years of Study	Degree/Diploma
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

Today's Date:

List any seminars, classes or other education not listed above which may help qualify you for this position (if you need additional space, please use page 7):

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Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer? Yes No

Employer (current ↑ Yes ↑ No)	Start Date	End Date	Essential job functions of final position
Address			1.
City, State, Zip	Starting Salary	Ending Salary	2.
Phone Number			3.
Fax number	Supervisor(s)		4.
Job position(s)	E-mail address of supervisor		5.
Reason(s) for leaving			
What value did you add to this district or its customers?			

Employer	Start Date	End Date	Essential job functions of final position
Address			1.
City, State, Zip	Starting Salary	Ending Salary	2.
Phone Number			3.
Fax number	Supervisor(s)		4.
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Additional Information

Have you ever been employed with this district before? If yes, when?	Yes	No
Do you have any friends or relatives employed by this district? If yes, please provide their names and relationship to you:	Yes	No
Are you currently employed?	Yes	No
May we contact your employer?	Yes	No
Are you currently on "lay off" status and subject to recall?	Yes	No
If you are under 18 years of age, can you provide proof of you eligibility to work?	Yes	No
If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?	Yes	No
Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?	Yes	No
If hired, are there any accommodations the district would need to provide so that you can perform all those essential functions and duties of the position being applied for? If yes, please explain:	Yes	No
If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"	Yes	No
If hired, do you have reliable means of transportation to and from work?	Yes	No
If hired, would you be able to travel or work overtime as needed?	Yes	No
Have you ever been convicted of a felony or misdemeanor? If yes, please explain:	Yes	No

INSTRUCTIONS FOR ANSWERING APPLICATION QUESTIONS ABOUT BEING CONVICTED OF A CRIME OR OTHER STATE-SPECIFIC REQUIREMENTS

Please respond to the following questions in the most complete and accurate manner possible. Do not identify convictions for which the criminal record has been expunged or sealed by the court or, misdemeanor convictions for which any probation has been completed and the case dismissed by the court. Furthermore, please note that no applicant will be denied employment solely on the grounds that they have been charged, committed, or convicted of (or pleaded guilty or no contest in) a criminal offense, or solely on an affirmative answer. The nature, date, surrounding circumstances and relevance of the offense to the position(s) applied for will be considered. A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question. If you are applying for a position with our district in the following states, please read the following instructions before responding.

Have you ever, under your name or another name, been convicted of (or pleaded no contest to) a felony or misdemeanor? Yes No

Have you ever, under your name or another name, been convicted of a crime which resulted in your being in prison and/or jail and released from prison and/or jail or paroled? Yes No

If yes to either question above, please fully explain when, where and of what you were convicted and the result of the case(s).

Are you currently under arrest, or released on bond on your own recognizance, pending trial for a criminal offense? Yes No

If yes, state the nature of the crime charged, and when and where the trial is pending.

Have you used illegal drugs in the last six months? Yes No

Do you take illegal drugs or medications which have not been prescribed for you? Yes No

If yes, to either of the above questions when the last time you used illegal drugs?

Have you ever been convicted of driving under the influence (DUI)? Yes No

Do you use alcohol to the extent that it would impair your job performance? Yes No

Are you able to perform the essential function of the job you are applying for (with or without reasonable accommodation)? Yes No

If no, describe the functions that cannot be performed. _____

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References

List below three persons not related to you who have knowledge of your work performance within the last 5 years.

Name		Occupation	
Company/District Name		Address	
Telephone	E-mail	Relationship & Years acquainted	
Name		Occupation	
Company/District Name		Address	
Telephone	E-mail	Relationship & Years acquainted	
Name		Occupation	
Company/District Name		Address	
Telephone	E-mail	Relationship & Years acquainted	

Additional Space

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Please read each statement closely and initial each acknowledging your understanding.

_____ **Equal Employment Opportunity Statement**

This district is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State, and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The District desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or other status protected by Federal, State or local laws. The District will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the district.

_____ **Discrimination and Sexual Harassment Policy Statement**

This District will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

_____ **Disclosure to Applicants Concerning Drug/Alcohol Testing**

If you are offered a position with the District, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this district. Neither the collector of specimens nor the medical professional who reviews the test results will be a district employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

_____ **Complete and Accurate Information**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ **At-Will Employment**

I understand and agree that if I am employed, my employment will be “at-will”, which means the District may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the District will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on the District unless made in writing and signed by the District’s president.

_____ **Testing Authorization**

If offered a position with the District, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by the District as a condition of employment.

_____ **Investigation Authorization**

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

_____ **District Obligation**

I understand and agree that the District’s acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the district has agreed to hire me. I understand the District is under no obligation to hire me as the result of accepting this completed application.

I HAVE READ AND UNDERSTND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE DISTRICT.

Signature

Date

AN EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY

USD 492 – Flinthills, Rosalia, Kansas does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission to or treatment or employment in its programs or activities. Any questions regarding the District’s compliance with Title VI, Title IX, or Section 504 may be directed to the Title IX Coordinator, who can be reached at 620-476-2237, P.O. Box 188, Rosalia, KS 67132, or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, DC.