

# Application for Classified Position

**Unified School District 333**  
**217 West 7<sup>th</sup> Street**  
**Concordia, KS 66901**  
**(785) 243-3518**

<u>Check all appropriate blanks:</u>	<u>Substitute for:</u>
<input type="checkbox"/> Clerical	<input type="checkbox"/> Clerical
<input type="checkbox"/> Custodial/Maintenance	<input type="checkbox"/> Custodial/Maintenance
<input type="checkbox"/> Food Service	<input type="checkbox"/> Food Service
<input type="checkbox"/> Paraprofessional	<input type="checkbox"/> Paraprofessional
<input type="checkbox"/> CAP	<input type="checkbox"/> CAP
<input type="checkbox"/> Bus Driver/Monitor	<input type="checkbox"/> Bus Driver/Monitor

*USD #333 is an Equal Opportunity Employer*

**Date of Application** \_\_\_\_\_

**Name** \_\_\_\_\_  
Last First Middle

**Present Address** \_\_\_\_\_  
Street City State Zip

**Phone** \_\_\_\_\_ **Social Security Number** \_\_\_\_\_  
Optional Unless Hired

**E-mail** \_\_\_\_\_

## EDUCATION:

High School, College or University	City/State	Dates Attended	Diploma/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## EXPERIENCE:

Employer	Dates	Type of job	Phone Number	Reason for leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Describe any special skills or training which are applicable to this job.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you capable of performing the essential functions of the job? YES \_\_\_\_\_ NO \_\_\_\_\_

**If you are applying for a bus driving position, please fill out information on the back of this sheet.**



## REFERENCES

Name and Title	Phone	Address

## JOB APPLICATION ACKNOWLEDGMENTS

1. Have you ever been convicted of a misdemeanor (other than minor traffic violations) or felony crime?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
2. Have you ever entered into a criminal diversion agreement?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
(If the answer to either question is yes, please provide an explanation by confidential letter to the Superintendent.  
An answer of yes does not automatically disqualify an applicant for employment.)
  
3. 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.
  
4. I authorize any of the persons or organizations referenced in this application 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 damages that may result from furnishing such information to you. I authorize any background checks by any third party.
  
5. 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.
  
6. 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 \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

### INFORMATION FOR THE APPLICANT

**Equal Opportunity Employer:** *Unified School District #333, Concordia, KS is an equal opportunity employer and will not discriminate against any person because of race, sex, religion, color, creed, national origin, or disability. Any person having inquiries concerning U.S.D. #333's compliance with regulations implementing Title VII, Title IX, American with Disabilities Act or Section 504 is directed to contact Mrs. Bev Mortimer, Superintendent, 217 West 7<sup>th</sup> Street, Concordia, KS 66901.*

**CHRI Policy:** *In order to be fully apprised of the background of a potential employee, the school district may request Criminal History Record Information (CHRI) from the Kansas Bureau of Investigation on all individuals applying for employment with U.S.D. #333, Concordia.*

**Applications will be kept on file for 1 year.**

