



SUPPORT STAFF APPLICATION FORM

(Attach a detailed resume and additional sheets as necessary)

Position applied for:

- Clerical/Assistant
 Custodial/Housekeeper
 Food Service
 Full-time
 Part-time
 Substitute

PAYROLL/PERSONNEL USE ONLY:

- E 1-3
 EPAY
 DIRDEP
 SPAY
 MANDEDS

Full Name Last	First	Middle
Social Security Number	Phone Number: Alternate Phone:	If not a US Citizen, type of VISA
Present Address: Street	City	State ZIP County

Email Address:

Have you been known by a different name by any references, schools or employers?

- No Yes (if yes, indicate name)

Have you been employed in the district before?

- No Yes (if yes, give date and position)

Have you filed an application in the district before?

- No Yes (if yes, for which position)

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

(Proof of employment eligibility will be required upon employment) No Yes

Do you have any limitations, which would preclude or hinder you in performing the essential functions/duties of the job for which you are applying? No Yes (if yes, please describe)

Are you available to work nights and weekends if needed? Yes No

Education and Training

Circle Highest Grade or year completed in school 1 2 3 4 5 6 7 8 9 10 11 12	Do you have a high school diploma or GED equivalence? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name and Location of High School
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Training Beyond High School Circle the number of years in college or university: 1 2 3 4 5 6 7 8

Name and Location of School	Dates Attended		Credits Earned	Major Field	GPA / Base	Degree Conferred and Year
	From	To				

Describe any education or training you have had which is not covered, such as vocational school, correspondence courses, service schools, in-service training, or volunteer work which you feel is relevant to the job or jobs for which you are applying. Also include relevant licenses or certificates:

List any organizations to which you belong or have belonged, and any honors or awards you have received that you regard as relevant to the job or jobs for which you are applying:

Indicate languages you speak, read and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

Indicate your computer software experience:

REFERENCES: List professional references who are not related to you.

Name	Business or Address	Telephone	Relationship/Title

Employment Experience			
Starting with your present or most recent employer, please list your work experience, including any U.S. or other military experience. Including all employment whether full-time, part-time, summer or temporary. This section must be fully completed. Listing "See Resume" or other similar language is NOT acceptable and may eliminate your application from further consideration.			
Employer's Name:			May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address: Street	City	State	Zip Phone Number:
Job Title:	Supervisor's Name and Title		
Dates Mo/Day/Yr From:	To:	Number of employees you supervised:	
Describe Duties:			
Reason for leaving:			
Employer's Name:			May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address: Street	City	State	Zip Phone Number:
Job Title:	Supervisor's Name and Title		
Dates Mo/Day/Yr From:	To:	Number of employees you supervised:	
Describe Duties:			
Reason for leaving:			
Employer's Name:			May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address: Street	City	State	Zip Phone Number:
Job Title:	Supervisor's Name and Title		
Dates Mo/Day/Yr From:	To:	Number of employees you supervised:	
Describe Duties:			
Reason for leaving:			

If employed, I agree to comply with all the rules and regulations of the D.C. Everest Area School District. I also understand that employment is subject to the satisfactory investigation of this application and a favorable physical examination report, including a chest x-ray or tuberculin test. I understand any false statements or misrepresentation of facts are grounds for dismissal. I hereby certify that the statements above are true and correct to the best of my knowledge and belief.

If you should be offered a position by the D.C. Everest Area School district, the District will conduct a crime information records check on you. *(A criminal record does not constitute an automatic bar to employment and will be considered only if the circumstances of the conviction relate to the circumstances of the particular job in question.)*

Have you ever been convicted of or do you presently have any violations of law including ordinance violations other than minor traffic violations? No Yes

If yes, please explain in detail: when, type of crime, circumstances _____

Please list the states in which you have lived in the past 10 years: _____

Authorization and Release

I authorize the D.C. Everest School District to make any investigation of my personal or employment history, and authorize any former employer, person, firm, corporation, credit agency, or government agency to give the D.C. Everest Area School District any information they may have regarding me. In consideration of the D.C. Everest Area School District's review of this application, I release the District and all providers of information from any liability as a result of furnishing and receiving such information.

If I should be offered a position by the D.C. Everest Area School District, having been advised that a drug test is required as a condition of employment with the D.C. Everest Area School District and that a drug free finding is necessary to be qualified for employment, I hereby authorize the District's designated clinic, its physicians, nurses and technicians, to collect a specimen of my urine for the purpose of determining the presence of marijuana and/or other controlled substances therein and to further determine the content thereof. I understand and agree that the results of this test will be disclosed to the District and/or the District's medical review officer and I hereby release the District's designated clinic, and any employees, and/or agents thereof from any and all claims or causes of action resulting from disclosure of these results.

Date of Application

Applicant's Signature

**The D.C. Everest Area School District shall not discriminate on the basis of race, religion creed, political affiliation, physical, mental, emotional, or learning disabilities, handicap, sex, sexual orientation, age, national origin, citizenship, marital or parental status, ancestry, color, or any other reason prohibited by state or federal law.*

This application will be kept on file in the Human Resources Office of the D.C. Everest Area School District for one year from the date of application.