



Fort Larned Unified School District

Building Bridges to the Future

120 East 6th Street – Larned, Kansas 67550

Phone: (620)-285-3185 – Fax: (620) 285-2973 – Email: jon.flint@usd495.net

CLASSIFIED/SUBSTITUTE PERSONNEL APPLICATION

TO THE APPLICANT: Please complete the application form in its entirety and provide details which will aid school district personnel in considering your application for the position(s) which best meet your qualifications.

An Equal Employment/Educational Opportunity Agency

USD 495 does not discriminate on the basis of sex, race, color, national origin, disability or age in admission or access to, or treatment or employment in its programs or activities. Any questions regarding the compliance with Title VI, Title IX, or Section 504 may be Directed to the Title IX Coordinator, who can be reached at 620-285-3185, 120 E. Sixth Street, Larned, KS 67550

If you require assistance or special accommodations in completing the application, please advise USD 495 personnel of your needs. Thank you for your interest in applying at Fort Larned USD 495.

Name (Last, First, Middle) _____

Address (Street, City, State, Zip) _____

Telephone _____ **Work** _____ **Social Security #** _____

Position For Which You Are Applying: (Please number in order of preference if more than one is indicated.)

	PERMANENT FULL-TIME	SUBSTITUTE		PERMANENT FULL TIME	SUBSTITUTE
Secretarial	()	()	Teacher	()	()
Paraprofessional	()	()	Teacher Asst .	()	()
Custodial	()	()	Food Service	()	()
Maintenance	()	()	Bus Driver (Activities)	()	()
Other:	()	()	Coaching/Activities	()	()
Are you now employed?	() Yes	() No			

DISCLOSURES

The responsibility that the school district has to its school children and community necessitates the following information from all applicants regarding convictions. A record of a conviction does not necessarily prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed. Applicants must report any convictions that occur subsequent to the time they initially completed this form.

1. Have you ever been convicted of a felony or misdemeanor involving moral turpitude? YES NO
(If yes, attached explanation.)
2. Have you ever been place on diversion or had deferred criminal proceeding of a felony or misdemeanor involving moral turpitude? (If yes, attach explanation.) YES NO
3. Have you ever been convicted, placed on diversion, or are you currently charged with any violations other than minor traffic violations? (If yes, attach explanation.) YES NO

Conviction of a crime is not an automatic bar to employment. Convictions or pending charges will not be used or considered unless they are substantially related to the particular job.

IF PRESENTLY EMPLOYED:

Firm or Company

Address

Present Salary

Are you legally eligible for employment in the United States? () Yes () No

Proof of citizenship or immigration status is not required at the time of application. If hired, person will be required to submit Documents sufficient to establish employment authorization in compliance with the Immigration Reform and Control Act of 1986 Such as drivers license, social security card, birth certificate, etc.

EDUCATION

Name of Institution Degree	City & State	Major Course or Subject	Last Year Completed
High School			1 2 3 4
Business/Technical Training School			1 2 3 4
College			1 2 3 4

EMPLOYMENT RECORD

Please list employers starting with PRESENT or MOST RECENT

Name & Address of Present and Former Employers	Position & Dates	Dates Employed From To

REFERENCES

Name	Street Address, City and State	Occupation	Phone Number
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I give my permission to personnel of Fort Larned USD 495 to make job-related inquires of employers and references listed on this application.

Signature of Applicant _____ Date _____

OFFICE / CLERICAL

Keyboarding: () Yes () No **WPM:**

Please list the office machines you can operate.

Please provide details on your computer operating experience and capabilities.

TEACHER ASSISTANT / PARAPROFESSIONAL

Please write a brief description of your past experiences or activities which would be beneficial in working with children.

Please list special interests or hobbies.

What age children would you prefer to work with? Please number in order of preference.

() Elementary () Middle School () High School () Special Education

FOOD SERVICE

Please list your experiences in the following areas.

Food preparation: _____

Serving of food: _____

Management: _____

Working around children / students: _____

CUSTODIAL / MAINTENANCE

Please list your experience in the following areas.

Carpentry: _____

Electrical: _____

Plumbing: _____

Housekeeping: _____

PLEASE RETURN YOUR COMPLETED APPLICATION TO THE ADDRESS ON THE FRONT SIDE OF THIS FORM.
UNIFIED SCHOOL DISTRICT 495 IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN ITS HIRING
PRACTICES.

Fort Larned Unified School District 495
120 East 6th Street
Larned, KS 67550

I certify that the answers and information provided by me in this employment application are truthful and complete. I understand and agree that (1) if any information is omitted from or not filled in on this application, or if any false information is furnished, the District will reject my Application, (2) if any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution, and (3) if I am employed by the District, I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.

I understand that in order for the school district to determine my eligibility, qualifications and suitability for employment, the school district will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and former employer and educational institution I have attended about my education, training, experience, qualifications, job performance, professional conduct and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reasons for not rehiring (if applicable) and similar information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background information, and I release all such parties from any liability for damages that may result from furnishing such information to you. I further authorize Fort Larned Unified School District 495 to request, receive and verify all information given on this application, and I release the District from all damages that may result there from.

I authorize Fort Larned Unified School District 495 to conduct a criminal background investigation, as well as a check of any applicable abuse registry, using any and all methods necessary to successfully complete such investigation, and release the District from any liability for damages that may result there from.

If offered a position with USD 495, as a condition of employment, I shall submit to a physical examination conducted by a physician of the Board's choosing, the costs therefore to be borne by the Board. I understand I may have to submit to a drug test.

I further acknowledge that if I am employed by the District, my employment will be at-will, which may be terminated with or without cause at any time by me or by Fort Larned Unified School District 495. (This last statement is for non-certified staff only.)

A photocopy or facsimile copy of this form that shows my signature shall be valid as an original.

Signature of Applicant

Date

Application Attachment