

# Classified Employment Application

RETURN COMPLETED APPLICATION TO:  
USD 315 Colby Public Schools  
Attn: Janel Andrews  
600 West Third Street  
Colby, Kansas 67701-2000  
(785) 460-5000

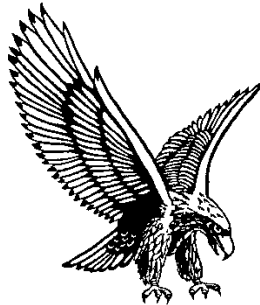
*Please complete this application using blue or black ink. Upon completion, this application must be returned to the address listed above to be processed.*

**Please indicate which classified position(s) you would like to apply for with USD 315:**

- |   |                                       |                                      |
|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Custodian        | <input type="checkbox"/> Food Service | <input type="checkbox"/> Bus Driver  |
| <input type="checkbox"/> Groundskeeper    | <input type="checkbox"/> Clerical     | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Paraprofessional | <input type="checkbox"/> Other: _____ |                                      |

Are you applying for an advertised position?      Yes      No  
If yes, please state which position: \_\_\_\_\_

Have you ever been employed by USD 315?      Yes      No



*Applicant, please do not write below this line.*

For Office Use Only

Date Application Received by USD 315: \_\_\_\_\_

Copies of Application Distributed To:

<input type="checkbox"/>	Custodian
<input type="checkbox"/>	Food Service
<input type="checkbox"/>	Maintenance/Grounds
<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Building Administrators—GS—MS—HS)

*(circle which level if not distributed to all buildings)*

Distributed By: \_\_\_\_\_ Date Distributed: \_\_\_\_\_

# Classified Employment Application

**Full Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
(first name, middle initial, last name)

**Mailing Address:** \_\_\_\_\_

**Home Telephone #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_ **Driver's License #:** \_\_\_\_\_

**Position Applying For:** \_\_\_\_\_

**Date Available for Work:** \_\_\_\_\_ **Rate of Pay Expected:** \_\_\_\_\_

**PREVIOUS EMPLOYMENT:** beginning with most recent

<b>1</b>	Employer		Position	
	Address		Duties	
	Telephone		Starting Salary	
	Employment Dates		Ending Salary	
	Supervisor		Reason for Leaving	

<b>2</b>	Employer		Position	
	Address		Duties	
	Telephone		Starting Salary	
	Employment Dates		Ending Salary	
	Supervisor		Reason for Leaving	

<b>3</b>	Employer		Position	
	Address		Duties	
	Telephone		Starting Salary	
	Employment Dates		Ending Salary	
	Supervisor		Reason for Leaving	

<b>4</b>	Employer		Position	
	Address		Duties	
	Telephone		Starting Salary	
	Employment Dates		Ending Salary	
	Supervisor		Reason for Leaving	

USD 315 reserves the right to contact any previous employer. If you prefer that we not contact an employer listed on the this page, please indicate which reference number and your reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL/CHARACTER REFERENCES:**

<b>1</b>	Name		Length of Acquaintance	
	Address		Relationship to You NO Relatives Please (i.e. friend, co-worker, neighbor, banker, etc.)	
	Telephone			
<b>2</b>	Name		Length of Acquaintance	
	Address		Relationship to You NO Relatives Please (i.e. friend, co-worker, neighbor, banker, etc.)	
	Telephone			
<b>3</b>	Name		Length of Acquaintance	
	Address		Relationship to You NO Relatives Please (i.e. friend, co-worker, neighbor, banker, etc.)	
	Telephone			
<b>4</b>	Name		Length of Acquaintance	
	Address		Relationship to You NO Relatives Please (i.e. friend, co-worker, neighbor, banker, etc.)	
	Telephone			

**EDUCATION:**

Degree Earned	Date Awarded	Year Completed	Name of School	Location (City & State)
High School Diploma or GED <i>(please circle one)</i>				
College Degree				
Vocational Education				
Other				

What type of college degree were you awarded (major/minor)? \_\_\_\_\_

Number of college hours earned (*please attach an unofficial copy of college hours*) \_\_\_\_\_

List additional training, inservice, or professional membership/organization in which you have recently participated.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Classified Employment Application (continued)

1. Have you ever been convicted of a crime, other than a minor traffic violation?  
Yes No
2. Have you ever been convicted of a felony or a crime involving dishonesty, a controlled substance or a child?  
Yes No
3. Have you ever entered into a criminal diversion agreement after being charged with any offense described in question #2?  
Yes No
4. Are criminal charges pending against you in any state involving any of the offenses described in question #2?  
Yes No

**If you answered YES to any of the questions listed above, please explain:**  
(Use additional paper if necessary.)

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I certify that all the information provided by me is current, complete, and true. I understand that if I am employed by USD 315, any misstatement or omission of fact on this application is grounds for refusal to hire or, if I am employed, may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I hereby authorize my former employers, personal/character references, and any law enforcement agency to release to USD 315 any information about me, including but not limited to, student, personnel, and/or military records, personal history, employment history, and criminal history, including misdemeanor and/or felony arrests and conviction records. 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.

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.

I understand that if I am offered provisional employment in the school district that in accordance with Senate Bill No. 432, my fingerprints may be taken and a request made for a state and national criminal background check. I further understand that if the results of this criminal history check reveal that I have been convicted of any offense or any attempt to commit any offense specified K.S.A. 1999 Supp. 72-1397, and amendments thereto, that my employment may be terminated by the employing board of education.

A photocopy of this authorization shall serve the same purposes as the original, and constitutes a waiver by the undersigned of any privilege existing by law as to such information or records furnished as provided herein.

\_\_\_\_\_  
**APPLICANT** (Please have a notary witness your signature. The USD 315 district office provides this service free of charge if you want to stop by the office at 600 West Third, Colby, KS. Notary services are also available at banks, attorney offices, courthouses, some grocery stores, etc.)

\_\_\_\_\_  
**DATE**

State of \_\_\_\_\_ County of \_\_\_\_\_

Signed or attested before me on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
My Appointment Expires

Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin or disability.