

APPLICATION
FOR A
CLASSIFIED POSITION
IN THE
RURAL VISTA
UNIFIED SCHOOL DISTRICT NO. 481
HOPE & WHITE CITY SCHOOLS

UNIFIED OFFICE
414 E Goodnow
P.O. BOX 98
White City, KANSAS 66872
(785) 349-2964

THE MISSION OF RURAL VISTA 481
IS TO PROVIDE A QUALITY EDUCATION
PREPARING ALL STUDENTS
TO BECOME LIFE-LONG LEARNERS
AND PRODUCTIVE CITIZENS.

**EMPLOYMENT APPLICATION
RURAL VISTA UNIFIED SCHOOL DISTRICT # 481
AN EQUAL OPPORTUNITY EMPLOYER**

Unified School District 481 does not discriminate on the basis of sex, race, color, national origin, religion, disability or age as to treatment of students in programs and as to employment.

(PLEASE PRINT OR TYPE)

Name _____ Date _____
 Last First Middle

Address _____
 Street Box City, State Zip

Home Telephone _____ Business Telephone _____

Specific Position(s) Applied For:

- | | |
|---|---|
| <input type="checkbox"/> Head Cook | <input type="checkbox"/> Head Custodian |
| <input type="checkbox"/> Asst. Cook | <input type="checkbox"/> Asst. Custodian |
| <input type="checkbox"/> Lunchroom Supervisor | <input type="checkbox"/> Student Custodian |
| <input type="checkbox"/> Transportation Director | <input type="checkbox"/> Secretarial/Clerical |
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Summer Student Help |
| <input type="checkbox"/> Educational Classroom Aide | <input type="checkbox"/> Other _____ |

Have you filed an application with Rural Vista USD # 481 before?

Yes _____

No _____

If yes, when _____ and position applied for _____

Do you type?

Yes _____ Words per minute _____

No _____

Do you operate a calculator?

Yes _____

No _____

Do you operate a computer?

Yes _____

No _____
 Would you accept temporary employment?
 Yes _____
 No _____

Have you ever been convicted for anything other than minor traffic violations?
 Yes _____ If yes, explain by a confidential letter to the Superintendent of Schools.
 No _____

Why do you desire to leave your present position, or why did you leave your last position?

EDUCATION:

<u>Last School Attended</u>	<u>Location</u>	<u>Diploma/Degree</u>
High School _____	_____	_____
College _____	_____	_____
Business School _____	_____	_____
Trade School _____	_____	_____
Other _____	_____	_____

WORK EXPERIENCE: Please list **ALL** work experience—use separate sheet if necessary.

Name of Firm Or Organization	City State	Type of Job	From yr. to yr.	Reason for leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any special work skills: _____

REFERENCES: Please list 2 work references and 1 personal reference.

Full name of reference	Position	Address & Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any additional information you think would be helpful concerning your knowledge, skills, and experience related to the job for which you are applying.

Briefly state what you feel you can contribute as an employee of USD #481 for the position for which you are applying.

Have you read the job description, the essential functions of the job, and the physical requirements of the job? Yes _____ No _____

Have you been convicted of a felony in civilian or military courts within the last 7 years? Yes _____ No _____

AGREEMENT:

I hereby certify that the above information is accurate and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District which reserves the right to accept or reject it.

I acknowledge that consideration for employment is conditional. Therefore, I hereby authorize USD 481 to: (1) investigate the truthfulness of all statements made on this application; (2) contact former employers and other listed references or any other person(s) who can verify information and I release previous employers from any liability for the release of such information.

Signature of applicant

This application will remain on file for one year; it must be renewed if further consideration for a position is desired.

