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:

( ) Head Cook               ( ) Head Custodian
( ) Asst. Cook              ( ) Asst. Custodian
( ) Lunchroom Supervisor   ( ) Student Custodian
( ) Transportation Director ( ) Secretarial/Clerical
( ) Bus Driver             ( ) Summer Student Help
( ) Educational Classroom Aide ( ) 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:  
<table>
<thead>
<tr>
<th>Last School Attended</th>
<th>Location</th>
<th>Diploma/Degree</th>
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<tbody>
<tr>
<td>High School</td>
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<tr>
<td>College</td>
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<td>Business School</td>
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<td>Trade School</td>
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<tr>
<td>Other</td>
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WORK EXPERIENCE: Please list **ALL** work experience—use separate sheet if necessary.  

<table>
<thead>
<tr>
<th>Name of Firm Or Organization</th>
<th>City State</th>
<th>Type of Job</th>
<th>From yr. to yr.</th>
<th>Reason for leaving</th>
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Please list any special work skills: ________________________________
REFERENCES: Please list 2 work references and 1 personal reference.

<table>
<thead>
<tr>
<th>Full name of reference</th>
<th>Position</th>
<th>Address &amp; Phone #</th>
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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.
It is the policy of USD 481 Rural Vista Schools not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. All policies, procedures, and forms are posted on the school website.

If you have questions or a grievance related to this policy please contact the district’s Equity Coordinator, Superintendent- Ronald Meitler.

Address: PO Box 98, White City, KS 66872

Phone: 785-349-2964

Email: rmeitler@usd481.com