



Application Form

Classified Personnel

Barber County North Unified School District 254

Date of Application: _____

Position: Full Time Part Time

Secretary

Clerk/Treasurer

Aide

Custodian

Food Service

Sub_____

Summer Help

Address Application to:

**USD 254-Superintendent
100 E First – PO Box 288
Medicine Lodge, KS 67104**

620-886-3370/ Email: supt@usd254.org

(First) (Middle) (Last)

Date Available _____ Social Security Number: _____ - _____ - _____

Current Address: _____

Previous Address: _____

Telephone (Home): _____ (Cell): _____

References

4. List names and addresses of two character references:

<u>Name</u>	<u>Address & Phone Number</u>

5. List three professional references. Include Superintendents and Principals who have direct knowledge of your character, personality, and ability. List only references authorized to release employment information to USD 254. Please indicate home and work phone numbers where possible.

<u>Name</u>	<u>Address & Phone Number</u>

Is it permissible to contact any or all of the above references? Yes ____ No ____ If no, after what date will contact be permissible? _____

ADDITIONAL DATA

1. What do you consider to be your greatest strengths?

2. Why do you desire a position in the Barber County North Public School District?

3. Have you ever been convicted of a misdemeanor? Yes No

4. Have you ever been convicted of a felony? If so, please give dates and explanation. Conviction does not necessarily bar applicant from offer of employment.

5. Have you ever been convicted of a misdemeanor involving a minor? Yes No

6. Have you ever had a license revoked in Kansas or any other state? Yes No

7. If appointed to the staff, are you willing to accept assignments where your services are needed?
 Yes No

GENERAL PROCEDURES FOR THE SELECTION AND PLACEMENT OF PERSONNEL

Applications will be kept on file for one year and applicants wishing to reactivate the application after the year must do so by contacting the USD 254 Superintendent.

- Complete and forward application form to the USD 254 Superintendent. Complete form in a comprehensive manner.
- Application forms are screened, and screening interviews are conducted, as appropriate. It is not possible to conduct personal interviews with all applications.
- Interviews of selected candidates for specific vacancies are arranged through the USD 254 Superintendent. Building Administration will interview all candidates for vacancies in their respective buildings. The Superintendent will meet with the applicant prior to completion of contract information.
- All Custodial personnel must complete and pass a certification of health and physical capacity profile. All classified personnel are subject to a KBI security clearance as a condition of employment, and before beginning work, as required by the USD 254 Board of Education. The district will absorb the cost of obtaining a physical capacity profile, certificate of health, and KBI background check.
- All salaries for classified personnel are set by the Board of Education. Salaries will be in compliance with the federal wage and hour regulations.
- Final recommendations are made by the Superintendent. The Superintendent recommends the employment of candidates to the Board of Education. The Board of Education will make the final hiring decision.
- Candidates interviewed for specific vacancies will be notified regarding the results of the selection process.
- All classified personnel will be employed on an employee-at-will-basis.
- Position may be terminated by either individual or Board of Education, as specific in the written contract.

APPLICANT JOB APPLICATION ACKNOWLEDGMENTS

The following statements should be included on all job applications:

- I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and 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 authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation and I release you from all liability for any damages that may result from your doing so.

Signature of Applicant

Date