



UNIFIED SCHOOL DISTRICT 356
 110 N MONNETT ST
 CONWAY SPRINGS, KS 67031
 Telephone - 620-456-2961
 Fax - 620-456-3173

CLASSIFIED STAFF EMPLOYMENT APPLICATION

Date _____ 20____

Notice to Applicant:

It is the policy of the Board of Education of Unified School District 356, Conway Springs, Kansas, to assure equal opportunity to qualified individuals regardless of their race, religion, color, sex, disability, national origin, ancestry, or age, and to promote the full realization of equal employment opportunities to everyone. This policy covers all aspects of employment relationship including recruitment, hiring, placement, promotion, transfer, training and apprenticeship, compensation, layoff, termination, and harassment.

Name _____ Phone _____
 (Last Name) (First Name) (Middle Name)

Address _____
 (Street) (City) (State) (Zip Code)

Position Applying For _____

Have you read the job description? _____ Email Address: _____

Are you able to perform the essential functions of this position with or without reasonable accommodations?

Would you accept temporary or part-time? Yes _____ No _____

Date Available _____

Have you ever been convicted of a felony? _____
 If yes, please explain by confidential letter.

EDUCATION		
Name of School	Location	Diploma or GED & Date Received
High School _____	_____	_____
College _____	_____	_____
Other _____	_____	_____

Please list the jobs you have held. List most recent job in the first space.

Name of Firm or Organization	Address and Phone Number	Dates Employed	Reason or Leaving

Please list any special work skills _____

REFERENCES

Below, list persons who know about your ability for this position and about your general qualifications. Qualification of applicants under consideration may be investigated by correspondence. Five recent references are requested.

Name and Title	Address and Phone Number

AGREEMENT

I hereby certify that the information on this application is true, accurate, and complete, to the best of my knowledge. 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 further agree to observe all rules, regulations, and policies of the District now in force and effect or as they may change during my employment, if I am employed by the District.

In addition, I hereby authorize Unified School District No. 356 to conduct work history, personal reference, and/or police record inquiries to determine my acceptability for employment.

Signature of Applicant _____