

## APPLICATION FOR EMPLOYMENT

### CLASSIFIED POSITION

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

(Street/POB, City, State, Zip)

Home Telephone # \_\_\_\_\_ Work # \_\_\_\_\_

Position Applied for \_\_\_\_\_

**EDUCATION:**

Elementary Schooling:

Name of School	City	State

High School Graduate? Yes  No

High School Attended:

Name of School	City	State

Additional Education: *(Trade, Tech, Business School, College, or University attended)*

Name of School	City	Date of Grad	Degree	Major	Minor

**WORK EXPERIENCE:** *(Beginning with most recent)*

**Company** \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Reference \_\_\_\_\_ Phone # \_\_\_\_\_

Reference \_\_\_\_\_ Phone # \_\_\_\_\_

List Duties/Experience Gained Etc. \_\_\_\_\_

**Company** \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Reference \_\_\_\_\_ Phone # \_\_\_\_\_

Reference \_\_\_\_\_ Phone # \_\_\_\_\_

List Duties/Experience Gained Etc. \_\_\_\_\_

Additional References:

Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

The following questions are to assist in determining a prospective employee's fitness as an applicant. The answers to these questions are subject to verification by a police agency. A "yes" answer does not automatically disqualify an applicant. Each applicant will be reviewed individually.

Have you ever been convicted of:

1. a sex-related crime which involved force or minors? Yes  No
2. a crime involving violence or the threat of violence? Yes  No
3. a crime involving drugs or alcoholic beverages? Yes  No
4. any other conviction other than a minor violation? Yes  No

If you answered "yes" to any of these questions, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted, plead guilty, plead no contest, or sentenced for any other offense? Yes  No

If you answered "yes" please indicate the charge and the disposition \_\_\_\_\_

\_\_\_\_\_

If you are presently charged or under indictment for a criminal offense, upon a finding or plea of guilt you shall provide that information to the school district.

I hereby certify that the above information is true, accurate and complete to the best of my knowledge and belief. (Any misrepresentation or omission of fact shall be sufficient cause for disqualification of this application or termination of employment) Furthermore, I understand that this application and records become the property of the school district. I understand that the school district reserves the right to accept or reject this application.

Further, I agree to observe all rules, regulations and policies of the school district, and I authorize the school district to conduct a work history, a personal reference and police record inquiries to determine my acceptability for employment.

Further, I understand that if employed by the school district, the employment is temporary pending completion of all required documents and the outcome of history and background investigations. Since references are for my benefit, I do hereby release those furnishing information concerning me from any liability for damage of any nature as a result of furnishing such information.

Further, I understand that in accordance with Utah State Law, the Emery County School District may conduct a criminal background check on any or all applicants. By signing on the line provided below, I waive the right to receive further written notice of such. Also, I understand that any costs associated with a background check are my responsibility,

Signature \_\_\_\_\_ Date \_\_\_\_\_

If a disability exists which would require reasonable accommodations, it is the applicant's responsibility to notify the Superintendent at least three days in advance.

*The Emery County School District is an equal opportunity employer and does not discriminate with regard to race, color, religion, national origin, sex, age, marital status, or physical or mental handicap, except where justified to meet a bona fide occupation. The Emery County School District is committed to a policy of keeping its work place free from sexual harassment. The Emery County School District provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans With Disabilities Act.*