

Unified School District #249

208 S. Cayuga

Frontenac, Kansas 66763

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An Equal Opportunity Employment/Educational Agency

**CLASSIFIED PERSONNEL APPLICATION**

TO APPLICANT: Please complete the application form in its entirety and provide details which will aid school district personnel in considering your application for the position(s) which best meet your qualifications.

Name (Last, First, Middle) \_\_\_\_\_

Address (Street, City, Zip) \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Social Security# \_\_\_\_\_

Position (s) For Which Your Are Applying: (Please indicate which positions you are applying)

	Full Time	Substitute		Full Time	Substitute
Secretary	<input type="checkbox"/>	<input type="checkbox"/>	Building Aide	<input type="checkbox"/>	<input type="checkbox"/>
Custodial	<input type="checkbox"/>	<input type="checkbox"/>	Bus Driver (Activities)	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	Food Service	<input type="checkbox"/>	<input type="checkbox"/>
Coaching/Activities	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>

Are you now employed?  Yes  No

**CURRENT EMPLOYMENT**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Present Salary: \_\_\_\_\_

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Unified School District 249 does not discriminate on the basis of sex, race, color, national origin, disability, or Age, in admission or access to, or treatment or employment in , its programs or activities.

## EDUCATION

Name of Institution	State	Major	Highest Level of Education	Degree or Certificate <small>(Check One)</small>
High School _____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Vocational Training _____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
College _____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>

## EMPLOYMENT HISTORY

Name of Employer	Name of Supervisor	Position Held	Dates Employed From To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## REFERENCES

Name	City & State	Occupation	Cell Phone	Work Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List any additional information regarding your knowledge, skills and experience relative to the job for which you are applying:

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## DISCLOSURE

The responsibility that the school district has to its school children and community necessitates the following information from all applicants regarding convictions. A record of a conviction does not necessarily prohibit employment, however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed. Applicants must report any convictions that occur subsequent to the time they initially completed this form.

1. Have you ever been convicted of a felony or misdemeanor considered a crime against minors or involving moral turpitude? \_\_\_\_\_ Yes  No

(If yes, attach explanation)

**Conviction of a crime is not an automatic bar to employment. Convictions will not be used or considered unless they are substantially related to the particular job duties the applicant would be required to perform if granted employment in the specified position.**

## APPLICANT JOB APPLICATION ACKNOWLEDGMENTS

1. 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.
2. 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.
3. 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.
4. 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 \_\_\_\_\_

## Moral Turpitude Definition

Conviction of crimes of moral turpitude may also disqualify someone from an employment opportunity. The precise definition of a crime that involves moral turpitude isn't always clear, but the following crimes are always considered crimes of moral turpitude:

- murder;
- voluntary manslaughter;
- rape;
- statutory rape;
- domestic violence;
- prostitution;
- fraud and crimes where fraud is an element
- blackmail;
- malicious destruction of property;
- arson;
- alien smuggling;
- harboring a fugitive;
- bribery;
- perjury; and
- theft.

A crime that involves defrauding another or stealing is a crime of moral turpitude. It is considered an indication of a lack of honesty, integrity, and trustworthiness.

### Various Forms of Theft

Theft may occur in any number of ways. The crime of theft may occur in any number of ways, as long as the thief took the property without the owner's consent with the intention of permanently depriving the owner of the property. The crime of theft is especially deplorable because it speaks of the thief's moral character.

Other forms of theft are classified in the Kansas Statutes as follows.

### Robbery

Robbery is the taking of property from the person or presence of another by force or by threat of bodily harm to any person.

### Aggravated Robbery

Aggravated robbery is a robbery ... committed by a person who is armed with a dangerous weapon or who inflicts bodily harm upon any person in the course of such robbery.

### Burglary

- Knowingly and without authority entering into or remaining within a building, home, mobile home, tent or other structure (which is or is not a dwelling) with intent to commit a felony, theft or sexual battery;
- Knowingly and without authority entering into or remaining within any motor vehicle, aircraft, watercraft, railroad car or other means of conveyance of persons or property, with intent to commit a felony, theft or sexual battery therein.

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## Applicant Information Form

Last name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Other Names Used (Including Maiden Name) \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Sex (Please circle) M F Race \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_

State Driver's License was issued in: \_\_\_\_\_

I understand that information in this form will be used for the purposes of running a background check. I have signed the Authorization and disclosure form. I understand this is **not** the authorization and disclosure form and that All information obtained from this form, specifically Date of Birth, sex, and race are being requested only for purposes of identification in obtaining accurate retrieval of information.

I certify the information I provided on this form is true and correct.

Name (Please Print) \_\_\_\_\_

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

- This form is for collection of information needed for a background check and does not need to be uploaded.