

Positions Being Applied For: (Please select one)

- Secretary
- Bookkeeper
- Bus Driver
- Other (identify)_____
- Cook
- Custodian
- Teacher Aide/ Para Educator

Educational Training

School Name	Location	Dates Attended	Diploma, GED, or Degree
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High School:

College/ University:

Business/ Trade School:

List of Additional Training:

Work Experience

Dates From- To	Number of Years	Name & Address of Employment	Supervisor Name	Job Title
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If applying for a secretarial/clerical position please complete the following:

Do you type?_____

If so, how many words a minute?_____

Personal Data:

If employed, current position _____

If employed, when will you be available? _____

What are your reasons for desiring a change? _____

Do you have relatives employed in the Kinsley Public Schools? _____

If so who? _____

Have you ever been convicted of a misdemeanor or felony (other than traffic violations)? _____

If the answer is yes, include a complete explanation: _____

It is the policy of USD #347, not to discriminate in its hiring because of physical or mental disability. In fairness to prospective employees, USD 347, and its patrons, however, a person should not be placed in a job which would strain that person's abilities or produce a less than optimum result. With this in mind, are you aware of any reason you would not be able to perform the duties required of the position for which you are applying?

If yes, please explain: _____

References:

Name	Address	Phone Number	Position Title
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I certify that all the information supplied in this application is complete and accurate. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize you to contact my references and previous employers and agree to hold them harmless for any information they give you. I further authorize you to make inquiries of the applicable agencies about any criminal record. I am a citizen or national of the United States, an alien lawfully admitted for permanent residents or an alien authorized by Immigration and Naturalization Service to work in the United States. If I am hired, I understand that I will provide any documentation concerning my status that you may require, within three (3) days of my being hired. In making this application for employment I authorize and understand that an investigative consumer report may be requested whereby information is obtained through a credit report. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigative consumer report. I agree to sign any other additional request forms to obtain the above information.

Signature of Applicant: _____

Return this application to: Kinsley-Offerle USD #347
120 W. 8th Street
Kinsley, KS 67547

Social Security Number: _____

