

**U.S.D. #411 SCHOOL DISTRICT**  
*Goessel, KS 67053*

*(620) 367-4601 Phone (620) 367-4603 Fax*

**CLASSIFIED STAFF EMPLOYMENT APPLICATION**

Date \_\_\_\_\_ 20\_\_\_\_\_

**Notice to Applicant:**

It is the policy of the Board of Education of Unified School District No. 411, Goessel, Ks. 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 \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

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

Phone Number \_\_\_\_\_ Position Applying For \_\_\_\_\_

Have you read the job description, the essential functions of the job and the physical requirements of the job? Yes  No

Would you accept temporary or part-time? Yes  No

Date Available \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No

If so, please explain by confidential letter. Do not include minor traffic violations(s).

**EDUCATION**

Name of School	Location	Specialized Training Received
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High School \_\_\_\_\_

College \_\_\_\_\_

Other \_\_\_\_\_

## WORK EXPERIENCE

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 for Leaving
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Please list any special work skills:

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## REFERENCES:

List below persons who know about your ability 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
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## AGREEMENT

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.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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***Unified School District 411 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. Any questions regarding the Boards' compliance with Title VI, Title IX, Section 504 or the Americans with Disabilities Act may be directed to the district Compliance officer, who can be reached at 620-367-4601 or the Office for Civil Rights of the Department of Education, telephone (816) 891-8026. The Compliance Officer can also be contacted for the existence and location of accessible services, activities and families.***