

Hayes Center Public Schools
P.O. Box 8
Hayes Center NE 69032
An Equal Opportunity Employer

CLASSIFIED STAFF APPLICATION

Applicant's Full Name: _____
Last Name First Name Middle Initial

Social Security Number: _____

Mailing Address: _____
Street City State Zip

E-Mail Address: _____

Telephone Numbers:

Permanent() Cell ()

Please indicate any foreign languages you speak, read, and/or write and level of proficiency. _____

Have you previously been employed by Hayes Center Public Schools? Yes No
If yes, list job held and dates?

Are you physically or otherwise able to perform the duties of the job for which you are applying? Yes No

Are you prevented from lawfully becoming employed because of Visa or immigration status? Yes No

Have you been terminated, dismissed, or asked to resign from a previous position? Yes No
If yes, please explain:

Have you ever been convicted of a felony or misdemeanor? Yes No

If yes, please provide complete details on a separate sheet stating date, charge, place, and action taken. *Be advised that an affirmative answer does not automatically disqualify an applicant.*

Please indicate position applied for

<p>Maintenance/Transportation</p> <p>Position applied for: _____</p> <p>Do you have a CDL license? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Experience: Carpenter Electrician</p> <p>Bus Driver Plumber</p> <p>Mechanic Custodian</p>

<p>Food Service</p> <p>Position applied for: _____</p>

<p>Clerical</p> <p>Building: _____</p> <p>Position applied for: _____</p> <p>Do you type? <input type="checkbox"/> Yes <input type="checkbox"/> No (WPM)</p>

<p>Para-Professional</p> <p>Position applied for: _____</p>

Please list any specific skills you have which may relate to the position you are applying for:

Specialized training, fellowship, skills, and extra-curricular activities:

Honors you have received:

List professional, trade, business or civic activities, and offices held:

Additional information you feel will be helpful in considering your application:

Are you currently employed? Yes No

May we contact your current employer?

Education

Indicate highest grade completed:

Elementary/Junior High _____

High School _____

Business/Technical School _____

College/University _____

List school name and location-list most recently attended first and end with high school.

School	Degree/Year
1. _____ _____	
2. _____ _____	
3. _____ _____	
4. _____ _____	

References

Give name, address, and telephone number of three references you have known for 2 years or longer, are not related to you, and who are not previous employers.

Name/Address	Phone
1.	
2.	
3.	

Employment History (a resume is acceptable in place of this section)

Employer Name Address Dates of Service Job Title/Work Performed Supervisor Name Reason for leaving	Salary/Hourly Rate _____
Employer Name Address Dates of Service Job Title/Work Performed Supervisor Name Reason for leaving	Salary/Hourly Rate _____
Employer Name Address Dates of Service Job Title/Work Performed Supervisor Name Reason for leaving	Salary/Hourly Rate _____
Employer Name Address Dates of Service Job Title/Work Performed Supervisor Name Reason for leaving	Salary/Hourly Rate _____

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that neither this document nor any offer of employment from the District constitutes an employment contract unless a specific document to that effect is executed by the Board of Education at an official Board Meeting.

In the event of employment, I understand that false or misleading information given in my application, resume, or interview may result in immediate dismissal. I understand that I am required to abide by all policies, rules, and regulations of Hayes Center Public Schools.

Applicant's Signature

Date

Note: Incomplete applications will not be considered.

PERSONNEL USE ONLY

Date received _____ Complete? Yes No

Interview arranged? (No, Yes, Date/Time)

Remarks:

Interviewer:

Date:

Offered employment? Yes No
 Accepted Declined

Job Title: _____ Salary: _____