



CLASSIFIED APPLICATION

North Jackson USD #335

12692 266th Road
Holton, KS 66436
Phone: 785-364-2194
FAX: 785-364-4346

Date Application Submitted _____

Social Security Number _____

APPLICANT:

Name

(Last) (First) (Middle) (Maiden)

Address _____

Phone _____

E-mail _____

POSITION FOR WHICH YOU ARE APPLYING (MARK MORE THAN ONE IF DESIRED):

- Coaching (Non-instructional)
- Secretarial
- Paraprofessional
- Custodial
- Maintenance
- Food Service
- Bus Driver

PREFERENCE OF EMPLOYMENT:

Full-time Part-time

ARE YOU NOW EMPLOYED?

Yes No

IF PRESENTLY EMPLOYED:

Firm or Company Name:

Present Salary:

Are you legally eligible for employment in the United States?

Yes No

Have you ever been convicted of a felony crime?

Yes No

**NORTH JACKSON USD # 335
IS AN EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENT
COMPLETE AREAS IN WHICH YOU ARE INTERESTED.**

OFFICE/CLERICAL

Typing: () YES () NO WPM _____

Please list the office machines you can operate.

Please provide details of your computer operating experience and capabilities.

PARAPROFESSIONAL/COACHING

Please write a brief description of your past experience or activities which would be beneficial in working with students.

Please list special interests or hobbies.

Typing: () YES () NO WPM _____

With what age of students do you prefer to work? (Please list in order of preference).

() Elementary () Middle School () High School () Special Education

BUS DRIVER

Please list your experience in the following areas:

Do you have a current CDL? () YES () NO

Current Defensive Driving? () YES () NO

Current CPR? () YES () NO

Do you have any outstanding traffic violations? () YES () NO

List your endorsements on your driver's license and commercial driving experience:

How long have you been a commercial driver?

FOOD SERVICE

Please list your experience in the following areas:

Food Preparation:

Serving of Food:

Management:

Working around students:

CUSTODIAL/MAINTENANCE

Please list you experience in the following areas:

Carpentry:

Electrical:

Plumbing:

Housekeeping & Floor:

Appliance Repair:

Grounds:

EDUCATION

Level	School Name	City/State	Major Course	Last Year Completed
High School				1 2 3 4
Technical School				1 2 3 4
College				1 2 3 4

EMPLOYMENT RECORD

Starting with present or most recent, please list employers.

Name of Employer	Position and Duties	Dates Employed

REFERENCES (3 Employment & 2 Character minimum)

Name	Address	Occupation	Phone	Employment /Character

REQUIREMENTS FOR APPLICATION

In order to be complete, an applicant's file shall include the following materials:

- Completed application form
- Letter of application/ resume'

Upon receipt of the above information, your application will be complete and ready for screening. If, after screening, an interview is desired, you will be contacted. This file will be maintained for one year from date of receipt and may be reactivated upon request. Files not activated will be destroyed.

I have completed this application to the best of my knowledge and do swear that all information herein is accurate.

I give permission for personnel of North Jackson USD #335 to make job-related inquiries of employers and references, and to have district review committees evaluate my application materials.

Signature of Applicant

Date

North Jackson USD #335 does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in the admission of, access to, or treatment of students and the hiring of its employees in its programs and activities.

Please forward all correspondence and application documents to:

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