



CLASSIFIED APPLICATION

PRATT USD #382

401 NORTH NINNESCAH

PRATT, KANSAS 67124

PHONE: 620-672-4500

FAX: 620-672-4509

WEBSITE: WWW.USD382.COM

Date Application Submitted _____

Social Security Number _____

APPLICANT:

Name _____
(Last) (First) (Middle) (Maiden)

Address _____ Phone _____

_____ E-mail _____

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

- Coaching (Non-Instructional)
- Secretarial
- Teacher Assistant/Paraprofessional
- Custodial
- Maintenance
- Food Service
- Bus Driver
- Tutor

PREFERENCE OF EMPLOYMENT: Full-time Part-time

ARE YOU NOW EMPLOYED? Yes No

IF PRESENTLY EMPLOYED:

Firm or Company Name: _____

Address: _____

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

Proof of citizenship or immigration status is not required at the time of application. If hired, you will be required to submit documents sufficient to establish employment authorization in compliance with the Immigration and Control Act of 1986.

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.

TEACHER ASSISTANT/PARAPROFESSIONAL/COACHING/TUTOR

Please write a brief description of your past experiences 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

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

List your 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 your experience in the following areas.

Carpentry: _____

Electrical: _____

Plumbing: _____

Housekeeping: _____

EDUCATION

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

Name	Address	Occupation	Phone

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 reactivated will be destroyed.

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

I give permission for personnel of Pratt USD #382 to make job-related inquiries of employers and references.

Signature of Applicant

Date

Pratt USD #382 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:

Assistant Superintendent of Schools
Pratt USD #382
401 North Ninnescah
Pratt, Kansas 67124
Telephone: (620) 672-4500 Fax: (620) 672-4509

Pratt Unified School District No. 382

401 North Ninnescah
Pratt, KS 67124
620-672-4500
Fax: 620-672-4509
www.usd382.com

RELEASE & WAIVER

To Whom It May Concern:

I hereby authorize you to furnish any authorized representative of Pratt USD 382 bearing this release, within one year of its date, any and all personal recollections and/or information in your files concerning me, my character, general reputation, personal characteristics, and personal history, including but not limited to documents concerning my military service, employment, credit history (including consumer reports and/or credit ratings), financial status, education and academic achievement, attendance, work performance, complaints or grievances filed by or against me, background investigations, disciplinary actions, polygraph examinations, and internal affairs investigations and discipline, to include any files that are deemed to be of private or confidential nature.

I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the office use of Pratt USD 382, and will be considered as part of their pre-employment background investigation in determining my qualifications and fitness for the position which I seek.

Consent is granted for USD#382 to furnish the information described above to third parties in the course of fulfilling its official responsibilities. I further understand that I waive any right or opportunity to read or review any information provided to Pratt USD 382 pursuant to the request, as well as any information contained in the background investigation report prepared by the Pratt Police Department.

I hereby release you, your organization, and all related agents and representatives, both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, or may assigns because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any questions as to the validity of this release, you may contact me as indicated below.

A photocopy of this form will be valid as an original thereof, even though the photocopy does not contain an original writing of my signature. You may retain this form in your files.

Applicants' Full Name: _____
(Signature)

Applicant's Full Name: _____ Date: _____
(Print Name)

Current Address: _____

Phone Number: _____
Day Evening

Date of Birth: _____ S.S#: _____