

# Central Heights Schools Unified School District 288

3521 Ellis Road  
Richmond, KS 66080  
Phone: 785-869-3455  
Fax: 785-869-2675

For Office Use Only	
	DATE
Application Received	___/___/___
Interview Scheduled	___/___/___
By: (Signature)	

## EMPLOYMENT APPLICATION CLASSIFIED PERSONNEL

### Notice to Applicant:

It is the policy of the Board of Education of Unified School District 288, Richmond, 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 opportunity, compensation, layoff, termination, and harassment.

Date of filing application: \_\_\_/\_\_\_/\_\_\_

Date When Available: \_\_\_/\_\_\_/\_\_\_

Name (Last, First, Middle): \_\_\_\_\_

Present Address: Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

County: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

### Position Desired

1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice

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 employment? Yes No

### An Equal Opportunity Employer

Applicants are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or disability. Specific complaints of alleged discrimination should be referred to the USD 288 Superintendent's Office, 3521 Ellis Road, Richmond, KS, 66080, 785-869-3455.

### WORK EXPERIENCE

Start with the most recent employer. All time must be accounted for.

Name of Firm Address and Telephone Number	Type of Work	Dates of Employment	Reason for Leaving
	/	/	
Phone: ( ) -			
	/	/	
Phone: ( ) -			
	/	/	
Phone: ( ) -			
	/	/	
Phone: ( ) -			
	/	/	
Phone: ( ) -			

### PERSONAL DATA

**For Secretarial/Clerical/Office Applicants Only:**

Please indicate computer / software skills: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please indicate office equipment you can operate:

**For Custodial/Maintenance Applicants Only:**


List job skills you can do that are related to the job you are applying for. List the types of equipment and machines you can operate: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For ALL Applicants:**

List all friends and/or relatives who are currently employed by USD 288.

Name	Position/Title	Relationship

**EDUCATIONAL AND PROFESSIONAL TRAINING**

High School College/University Other	Name and Address Of School	Dates Attended MO/YR	Degree/ Diploma Received	Specialized Training Received
		/		
		/		
		/		
		/		

**MILITARY SERVICE RECORD**

Have you served in the armed forces?  Yes  No If yes, what branch? \_\_\_\_\_

What were your duties in the military? (include special training and duty stations): \_\_\_\_\_

Have you had schooling under the G.I. Bill of Rights?  Yes  No If yes, please describe? \_\_\_\_\_

**EMPLOYMENT REFERENCES (2 required)**

Company Name	Contact Person	Address- Include Zip Code	Home & Work Telephone Numbers + Area Codes
			Work ( ) - Home ( ) -
			Work ( ) - Home ( ) -

**PERSONAL REFERENCES (3 required)**

Individual's Name	Address- Include Zip Code	Home & Work Telephone Numbers + Area Codes
		Work ( ) - Home ( ) -
		Work ( ) - Home ( ) -
		Work ( ) - Home ( ) -

Other than minor traffic offense for speeding, parking violations, etc., have you ever been convicted of any criminal offense?  
 Yes  No If yes, please explain \_\_\_\_\_

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Why do you desire to leave your present position, or why did you leave your last position? \_\_\_\_\_

Have you ever been involuntarily terminated from employment?  Yes  No  
 If yes, please give the name of the employer, the date and the reason for the termination. \_\_\_\_\_

Are you aware of any reason you would not be able to perform the duties of the position for which you are making an application?  
 Yes  No If yes, please explain. \_\_\_\_\_

