

# Winfield Public Schools

## Classified Position

### APPLICATION FOR EMPLOYMENT

**APPLICANT:** READ AND REVIEW THE ENTIRE APPLICATION BEFORE SIGNING.  
PLEASE PRINT OR TYPE.

\*\*\*\*\*

**PERSONAL INFORMATION:**

Date \_\_\_\_\_

Name \_\_\_\_\_ S.S. # \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Have you been a resident of Kansas with a fixed address(es) for at least the past 10 years? Yes ☐ No ☐

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Position Applied for \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Have you ever been convicted of a felony? Yes ☐ No ☐

Have you ever been convicted of a misdemeanor involving drugs, weapons, or moral violations? Yes ☐ No ☐

Do you have relatives presently employed by USD 465? Yes ☐ No ☐

If yes, whom \_\_\_\_\_ Building \_\_\_\_\_

Are you physically capable of heavy work? Yes ☐ No ☐ Weight restriction \_\_\_\_\_

Please list types of work you must avoid. \_\_\_\_\_

\_\_\_\_\_

Have you ever had a worker's compensation claim? Yes ☐ No ☐ Describe the injury \_\_\_\_\_

\_\_\_\_\_

**EDUCATION:**

High School Attended \_\_\_\_\_

College Attended \_\_\_\_\_ # of Years Attended \_\_\_\_\_

Degree(s) Attained \_\_\_\_\_ or # of hours \_\_\_\_\_

List Any Special Training Courses You Have Successfully Completed:

| Title of Training | School Attended | Year Attended |
|-------------------|-----------------|---------------|
|-------------------|-----------------|---------------|

|                   |                 |               |
|-------------------|-----------------|---------------|
| Title of Training | School Attended | Year Attended |
|-------------------|-----------------|---------------|

List any special certifications you have achieved:

|                        |                               |               |
|------------------------|-------------------------------|---------------|
| Certification Achieved | School Awarding Certification | Year Attained |
|------------------------|-------------------------------|---------------|

|                        |                               |               |
|------------------------|-------------------------------|---------------|
| Certification Achieved | School Awarding Certification | Year Attained |
|------------------------|-------------------------------|---------------|

**EMPLOYMENT RECORD:** Please list most recent employer first and at least a three (3) year work history.

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PROFESSIONAL REFERENCES:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Years Known: \_\_\_\_\_ Position of Referent: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Years Known: \_\_\_\_\_ Position of Referent: \_\_\_\_\_

**PERSONAL REFERENCES:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Years Known: \_\_\_\_\_ Position of Referent: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Years Known: \_\_\_\_\_ Position of Referent: \_\_\_\_\_

**USD 465 – Winfield Public Schools  
1407 Wheat Rd.  
Winfield, KS 67156**

An Equal Employment/Educational Opportunity Agency

USD 465 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Assistant Superintendent, 1407 Wheat Rd., Winfield, KS 67156.

**APPLICANT JOB APPLICATION ACKNOWLEDGMENTS**

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 you doing so.
4. I authorize you to conduct a criminal background investigation, possible fingerprinting for a KBI or FBI background check, and a check of the Kansas Child Abuse Registry, using any and all methods necessary to successfully complete such investigation, and I release you from all liability for any damages that may result from your doing so.
5. I understand that I may be offered provisional employment pending receipt of any background checks. The Board of Education must approve permanent employment.

|       |                       |
|-------|-----------------------|
| _____ | _____                 |
| Date  | Applicant's Signature |

\*\*\*\*\*Below to be completed by USD 465 employee\*\*\*\*\*

**Results of Background Checks:**

|                         | Name of Contact | Date  | Comments       |
|-------------------------|-----------------|-------|----------------|
| Employment Record       | _____           | _____ | _____<br>_____ |
| Personal References     | _____           | _____ | _____<br>_____ |
| Professional References | _____           | _____ | _____<br>_____ |
| Education Record        | _____           | _____ | _____<br>_____ |

**RESULTS OF BACKGROUND CHECK:**

|                    |       |       |
|--------------------|-------|-------|
| USD 465            |       |       |
| Recommendation     | _____ | _____ |
| Birth Certificate  | _____ | _____ |
| School Diplomas    | _____ | _____ |
| Driver License     | _____ | _____ |
| Local Police Check | _____ | _____ |
| KBI Check          | _____ | _____ |