

Boundary County School District No. 101

Classified Personnel Application

Boundary County School District No. 101
7188 Oak Street
Bonners Ferry, ID 83805

Date of Application _____

Office Use Only:

I-9 W-4

Fingerprints

Date Received _____

Boundary County School District No. 101 is committed to providing equal employment opportunities for all persons without regard to race, creed, color, national origin, sex, age or physical/mental disability except as may be necessary to meet a bona fide occupational qualification, and the District complies with the requirements and objectives of applicable state and federal laws.

Personal Contact Information

First Name Initial Last Name

Address: _____

Current Number and Street

City

State

ZIP Code

(_____)

Mailing Address

Home Telephone Number

(_____)

City, State, Zip Code

Permanent Telephone Number

(_____)

E-mail

Cell Phone Number

With whom could a message be left? _____

Name

Phone Number

Have you ever been terminated or resigned from the District? Yes No If yes, what school site and position: _____

Have you ever used another name? Yes No If yes, please state here: _____

Have you ever worked for the Boundary County School District No. 101 before? _____

Yes No Dates: _____

From: _____ To: _____

If yes, please provide your name as it appeared on our payroll records: _____

Do you have the legal right to work in the United States? __Yes __No. Please note that the Immigration Reform and Control Act of 1986 requires employers to verify the right to work of all new hires, therefore, if you answer "yes" you will be required to provide the Boundary County School District with verification of this right after the decision is to hire has been made.

Position Information

Position applying for (be specific): _____ Full-time Part-Time Either

What would be your availability date, if hired? _____ Substitute Coach

Computer Experience (if applicable)

List all computer software you can successfully operate: _____

For what computer software have you received training? _____

Other Qualifications

Typing (WPM) _____ Do you hold a license or certificate which pertains to the position you are applying for? Yes No

Please explain any gaps in employment or provide any additional information pertinent to the job for which you are applying:

Classified Applicant Employment History (List most recent first)

Employer:	Location (City & State):	Phone:
		Dates of Employment:
Position:	Supervisor:	May we call this employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties:		
Reason for Leaving:		

Employer:	Location (City & State):	Phone:
		Dates of Employment:
Position:	Supervisor:	May we call this employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties:		
Reason for Leaving:		

Employer:	Location (City & State):	Phone:
		Dates of Employment:
Position:	Supervisor:	May we call this employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties:		
Reason for Leaving:		

Education

High School	Location:	Did you receive a diploma?	
		Yes	No (Circle One)
College or University	Location	Dates	Degree

References

List references capable of assessing your ability to perform the work for which you are applying.

Reference One:

Name: _____

Relationship: _____

Address: _____

Phone: _____

Reference Two:

Name: _____

Relationship: _____

Address: _____

Phone: _____

Reference Three:

Name: _____

Relationship: _____

Address: _____

Phone: _____

Legal Information

Have you ever resigned and/or been dismissed from a position, whether employment or otherwise, because you were accused of an incident of sexual misconduct or harassment of a person under the age of 18 years? Yes No If yes, a written explanation is required. **Is anyone living at the same address required to register for the Sex Offender Registry? Yes No If yes, a written explanation is required.**

Have you ever been convicted of any crime? (Traffic infractions and motor vehicle violations classified as felonies must be included.) Yes No If yes, give the date, place, nature of offense, and circumstances in box below. Include all guilty pleas, withheld judgments, pleas of nolo contendere, and other convictions.

Date	Location	Conviction	Disposition

It is your responsibility to determine the nature of your criminal record. Failure to include any criminal convictions will be considered a deliberate misrepresentation and may result in dismissal. A conviction will not automatically disqualify the applicant from the job applied for. The seriousness of the crime and the date of the conviction will be considered.

The Boundary County School District 101 will treat answers to the questions above as confidential and no disclosure will be made without the applicant's permission.

Please Read This Section Carefully

I hereby authorize the District to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

I understand that the Boundary County School District No. 101 does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

If I am hired, I understand I will have a criminal records check to be conducted through the Department of Law Enforcement. This check requires fingerprinting of the new employees. There will also be a screening completed through the Central Sex Offender Registry of Idaho.

I understand that I am free to resign at any time, with or without cause. Classified employees should give at least two (2) weeks notice of resignation in writing addressed to the employee's immediate supervisor. The district reserves the right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I agree to abide by all its applicable policies and procedures. *My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlined in this document.*

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Date _____

Signature of Applicant _____

Policy History:

Adopted on: AUGUST 15, 2006

Revised on: