## **CLASSIFIED PERSONNEL APPLICATION**

## HIGHLAND JOINT SCHOOL DISTRICT #305

112 Boulevard Ave. - P.O. Box 130, Craigmont, ID 83523 Phone: (208) 924-5211 Fax: (208) 924-5614 Website: www.sd305.org

An Equal Opportunity Employer under Affirmative Action and The Americans with Disabilities Act.

Compliance Officer: Sarah Hatfield, Superintendent

Street Address   Box No.    City   State   Zip    Phone   Other/Message Phone    Other Name(s) under which references or other employers know you:   E-mail    POSITION(S) FOR WHICH YOU ARE APPLYING    Would you work as a Substitute?   Yes   No   Which areas:  Are you legally eligible for employment in United States?   Yes   No    (Proof of citizenship or immigration status will be required if employed)  Are you a Veteran?   Yes   No    Billingual Skills: Are you billingual?   Yes   No   Speak   Read   Write    What Language(s)?   EMPLOYMENT STATUS    • Are you presently under contract and/or employed?   Yes   No    • When would you be available to start employment?   No    • Are you a former employee of the Highland School District?   Yes   No    If so, list dates and positions:   Have you ever been convicted of a felony?   Yes   No   If Yes, please explain below:    Are you currently under investigation by any educational or law enforcement agency? Yes   No   No   No   If Yes, please	APPLICANT INFORMATION							
City   State   Zip	Last	Middle Initial						
Other Name(s) under which references or other employers know you:    E-mail	Street Address			Box No.				
Other Name(s) under which references or other employers know you:    E-mail	City	L C4=4=		7:-				
Other Name(s) under which references or other employers know you:    E-mail	City	State		Zip				
POSITION(S) FOR WHICH YOU ARE APPLYING  Would you work as a Substitute?    Yes	Phone	lessage Phone						
POSITION(S) FOR WHICH YOU ARE APPLYING  Would you work as a Substitute?    Yes	Other Name(s) under which references or other employe	are know v	voli:	E-mail				
Would you work as a Substitute?	other Name(s) and without references of other employe	as know y	ou.					
Would you work as a Substitute?	POSITION(S) FOR WHICH YOU ARE APPLY	ING						
Are you legally eligible for employment in United States? (Proof of citizenship or immigration status will be required if employed)  Are you a Veteran?    Yes	1 OSTHON(O) FOR WHICH FOR ARE ALL ET							
Are you legally eligible for employment in United States? (Proof of citizenship or immigration status will be required if employed)  Are you a Veteran?    Yes								
(Proof of citizenship or immigration status will be required if employed)  Are you a Veteran?	Would you work as a Substitute?   Yes	□ No	Which areas:					
Bilingual Skills: Are you bilingual?								
What Language(s)?  EMPLOYMENT STATUS  • Are you presently under contract and/or employed?	Are you a Veteran?			☐ Yes ☐ No				
■ Are you presently under contract and/or employed?	Bilingual Skills: Are you bilingual?   Yes	□ No		☐ Speak ☐ Read ☐ Write				
Are you presently under contract and/or employed? ☐ Yes ☐ No      When would you be available to start employment?	What Language(s)?							
When would you be available to start employment?	EMPLOYMENT STATUS							
Are you a former employee of the Highland School District? ☐ Yes ☐ No  If so, list dates and positions:  Have you ever been convicted of a felony? ☐ Yes ☐ No If Yes, please explain below:   Are you currently under investigation by any educational or lawenforcement agency? Yes ☐ No ☐ No If Yes, please	Are you presently under contract and/or emp	loyed?	□ Yes □ N	0				
Are you a former employee of the Highland School District? ☐ Yes ☐ No  If so, list dates and positions:  Have you ever been convicted of a felony? ☐ Yes ☐ No If Yes, please explain below:   Are you currently under investigation by any educational or lawenforcement agency? Yes ☐ No ☐ No If Yes, please	When would you be available to start employ	ment? _						
If so, list dates and positions:  Have you ever been convicted of a felony?  Yes  No If Yes, please explain below:  Are you currently under investigation by any educational or lawenforcement agency? Yes  No  No If Yes, please								
Have you ever been convicted of a felony?								
Are you currently under investigation by any educational or lawenforcement agency? Yes \( \sqrt{N} \) No \( \sqrt{N} \) No \( \sqrt{N} \) No \( \sqrt{N} \)		Yes [	No If Yes, ple	ease explain below:				
	Are you currently under investigation by any ed explain below:	lucationa	al or lawenforce	ement agency? Yes   No  No If Yes, plea				

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	High School				Vocational Training / School					Undergraduate College / University				Graduate Professional			
School Name/Location				-			<del>,</del>			<u> </u>		<u>,</u>					
Years Completed (circle last year)	9	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4	
Diploma/Degree & Year Of Graduation		10			1			•	•			•	†	_=		<del>-</del>	
Date(s) Attended																	
Course of Study									<u> </u>								
WORK EXPERIENCE	– PLE/	ASE	FILL	IN ALL	FIEL	DS IF	YOU A	RE NO	TA TC	TACH	ING /	RESU	JME				
Employer										Pho	ne						
Address										Supervisor							
Job Title				Re	spons	ibilities											
From				То						Rea	son Fo	r Leavinç	g				
May we contact you	ır prev	viou	s sur	perviso	or fo	r a ref	erenc	e? <u></u>	Yes		o						
Employer										Pho							
										Phone							
Address										Sup	Supervisor						
Job Title				Re	spons	ibilities											
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May we contact you		viou	s sup	perviso	or foi	a ref	erenc	e? 🗆	Yes	□ <b>N</b>	·						
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		viou ——	s su	perviso	or fo	r a ref	erenc ———	e?	Yes	Pho							
Employer		viou	s su			r a refe	erenc	e?	Yes	Pho	one	r					
Employer Address		viou	s su		espons		erenc	e?	Yes	Pho	one	or Dor Leavin	ıg				
Employer  Address  Job Title				Re	espons	sibilities				Pho	one oerviso ason Fo		ng				
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Employer  Address  Job Title  From  May we contact you  Employer  Address				To Derviso	or for	r a refe				Rea  Rea  N  Sup	one oerviso O one oerviso	or Leavin					

REFERENCES (Please lis	st three professional reference	es not related to	you.)				
Name	Company/Add	Iress		Phone			
Name	Company/Add	Company/Address		Phone			
Name	Company/Address			Phone			
Please summarize any job	related skills, licenses, or ce	rtifications you	may have tl	nat complement the job you are applying fo			
	COACI	HING, (If Ap	nlicable)				
Do you have a current Fir	st Aid Card? ☐ Yes ☐ No	Do yo	u have a cu	ırrent CPR Card? ☐ Yes ☐ No			
Have you taken any sport	s medicine classes?  Yes	☐ No If yes,	where?				
		1' 1 0					
School/Organization	Please briefly Sport/Activity	Dates	Dates	Responsibility and/or position title			
Genree, enganization		From	To				
What is your Coaching Ph	nilosophy?						
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To be considered for a position, candidates are required to submit the following:

- Completed Application
- Resume
- Cover Letter
- Three letters of recommendation
- Transcripts as applicable

Notice: Employment will be based on the following procedures unless otherwise noted on vacancy listing:

- 1. Preliminary Screening of applicants will be based on ability to meet job description requirements as evidenced by completed application. Supportive job-related information not on this form nor in credentials may be submitted by the applicant. (Application materials received at the district office more than 10 days after the application deadline will not be accepted.)
- 2. Finalists will be required to attend a personal interview at the district office.
- 3. A Recommendation for Employment will be submitted to the Board of Trustees.
- 4. Notification of Employment will be sent to the candidate.

It is the candidate's responsibility to check on employment status.

## THE HIGHLAND SCHOOL DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Highland School District prohibits discrimination based on race, color, religion, creed, national origin, gender, sexual orientation, marital status, age, pregnancy, or the presence of a disability, or any other basis prohibited by law. The District is an equal opportunity employer, supports the spirit, policies and practices of affirmative action.

## CERTIFICATION, AUTHORIZATION AND RELEASE

I hereby certify that all the information I have provided in this application is true and correct. I authorize the Highland School District to make an investigation of my personal, educational, vocational and/or employment history. I further authorize any current/former employer, person, firm, corporation, educational or vocational institution, or governmental agency to provide the Highland School District with information regarding me. I hereby release and discharge the Highland School District and those who provide information from any and all liability as a result of furnishing and receiving this information.

I further agree that if an offer of employment is made to me, I will provide verification of my certification, education and experience. I understand and agree that falsification of any part of this application shall be sufficient cause for dismissal or refusal to hire. References and personal information which become a part of this application will be regarded as confidential. I understand that any offer of employment that may be made to me is contingent on a criminal history background information check, and approval of the District's Board of Trustees.

Applicant Signature:		Date:	