# APPLICATION CLASSIFIED PERSONNEL

## **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: Brad Baumberger, Superintendent

Name					
(Last)	(First)	(Middl	e)		
Permanent Address	3				
	(Street)	(0:1)	(0, 1)	(7:)	Phone
Address	(Street)	(City)	(State)	(Zip)	
Until					Phone
	(Street)	(City)	(State)	(Zip)	
Position you are ap	plying for:				
If the position apple	ies for requires a Drive	er's License, Do	you have a v	alid licens	e?
Are you claiming V	/eteran's Preference?	Yes	No		
D. C.					
BACKGROUND					
	orked for Highland Jo d on our payroll record		rict before? _	If y	yes, give dates(s) and your
b) Have you e	ever been convicted of	a crime other th	nan a minor tr	affic violat	tion?
					given a withheld judgement in
d) Are you currentl	y under investigation l	by any education	nal or law enf	forcement a	agency?
If yes to question b	c, or d, please explain	;			
		*11	.1 1	1	

(A yes answer will not necessarily bar you from employment)

CRIMINAL BACKGROUND AND SEX OFFENDER REGISTRY CHECKS

#### ARE REQUIRED FOR EMPLOYMENT

# **EDUCATIONAL TRAINING** (List in order of attendance) Yes \_\_\_\_ No \_\_\_\_ High School Diploma? GED? Yes No College and/University/ Degree Date of Location **Dates Inclusive** Major Earned Degree Tech. School Additional Training: WORK HISTORY List most recent experience first. Employer Location/ Supervisor Date Position Held No of Name Phone Years From To Please provide names of additional references (other than previously listed) who can **REFERENCES** Provide information concerning your character and qualifications relative to the position. Relationshi Name Title Complete Address Telephone No. p to you. Any other name under which recommendations may be listed?

applied for: (attach additional sheets if necessary)					
	_				
	_				
	_				

To be considered for a position, candidates are required to submit the following:

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

Resumes may be attached but will not be accepted as a substitute for completing this application.

**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.

### APPLICANT'S CERTIFICATE AND RELEASE

Read Carefully Before Signing

THIS APPLICATION IS NOT A CONTRACT OF PERMANENT EMPLOYMENT AND CANNOT CREATE ANY SUCH CONTRACT. I UNDERSTAND THAT IF EMPLOYED BY THE SCHOOL DISTRICT, I AGREE TO ABIDE BY ITS POLICIES, RULES, AND REGULATIONS INCLUDING, BUT NOT LIMITED TO, THOSE CONTAINED IN THE HSD POLICY MANUAL.

THE HSD POLICY MANUAL.	
All information provided by me in	support of my application for employment is true and correct to the best of my
knowledge. I understand that misr	representations or omissions may be cause for subsequent dismissal if I am hired. I
and to release or provide any information	oyer, person, firm, corporation, or government agency to answer any and all questions mation within their knowledge or records and I agree to hold any or all of them releasing any truthful information that is within their knowledge or records. Indicate by
number any of the above employer	on with whom I may seek employment, any and all information concerning my
Dated:	Applicant's Signature