



# Application Form

**Unified School District #237  
Smith Center, Kansas 66967**

**Address Applications To:  
Clerk of the Board  
216 S. Jefferson  
Smith Center, KS 66967**

If the applicant is selected and accepts the position in one of our schools, the information given within becomes part of the employee's personnel file. Therefore, be sure that all information is accurate, complete, and legible. You may include a resume with this application. Upon employment, a satisfactory physical examination, background check, and drug test may be required.

**Date of Application:** \_\_\_\_\_ **Position(s) Sought:** \_\_\_\_\_

\_\_\_\_\_  
(Last) (First) (Middle)

Residence Address \_\_\_\_\_

**Social Security No.** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Date of candidate's availability:** \_\_\_\_\_

**What is your present position?** \_\_\_\_\_

**Reason for desiring a change:** \_\_\_\_\_

**Are you now under contract?** \_\_\_\_\_ **School District/Employer:** \_\_\_\_\_

**Can you be contacted during business hours?** \_\_\_\_\_ **If so, how?** \_\_\_\_\_

**Do you have any pending criminal charges against you?** YES NO

**Have you been convicted of a crime involving the physical, mental, or sexual abuse or exploitation of minors, or have you been convicted of a felony?** YES NO

**If so, please explain.** (An affirmative answer to this question will not automatically disqualify you from consideration for employment.)

\_\_\_\_\_  
\_\_\_\_\_

*An Equal Employment/Educational Opportunity Agency  
Unified School District #237 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities.*

**Work history: List last position first:**

School/Employer	Years	Assignment	Supervisor	Salary Range

**Education: List last degree attained first:**

High School	Location	Dates Attended	Degree Earned/GPA
College/University/Vo-Tech	Location	Dates Attended	Degree Earned/GPA

List three professional references who are familiar with your work and one personal reference who knows you outside your educational experience. Include current addresses and a daytime telephone.

Professional
1.
2.
3.
Personal

**Professional & Community Activities**

List professional memberships (including offices held), honors received, publications, civic and community activities.

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**Statement By Applicant**

(Applicant may use this space for listing other pertinent information.)

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**Teacher Applicants:**

**CERTIFICATION**

Do you hold a valid KANSAS Certificate? \_\_\_\_\_ Expiration Date: \_\_\_\_\_

List endorsements by level and area: \_\_\_\_\_

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**For Coaching Applicants:**

Past experience with students/young adults (camps, church, rec. commission, etc.):

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Please list any personal experience in extracurricular activities (sports, theatre, debate, etc):

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Please list any training, certifications, workshops attended to in reference to coaching:

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What piqued your interest in coaching?

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**For Paraprofessional or Teacher Aide Applicants:**

What experiences do you have working with children/young adults (camps, church, rec commission, etc.)

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What interests you in becoming a para/teacher aide?

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Which would you prefer? Elementary \_\_\_\_\_ JR/SR High School \_\_\_\_\_

**For Custodial/Maintenance Applicants:**

List any equipment you can safely operate:

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Are you able to lift 50 pounds unaided?            Yes            No

Are you able to work a flexible schedule?        Yes            No

What is the earliest you could start work? \_\_\_\_\_ am

What is latest you could get off work? \_\_\_\_\_ pm

What experience can you bring to the custodial/maintenance position:

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**For Food Service Applicants:**

Please list any food service experience or specialized food safety training:

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What experience can you bring to the food service/cook position:

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**For Clerical Applicants:**

Please list any bookkeeping, account, or student information training/experience you have:

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Please list any computer experience you have that might be pertinent to this position. (Google, Word, Excel, Power Point, etc):

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List any public relationship experience you have that would be helpful as the first point of contact for USD 237:

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**For Bus / Transportation Applicants:**

Do you currently hold a CDL? YES \_\_\_\_\_ NO \_\_\_\_\_

If you do not have a CDL would you be willing to obtain a CDL? YES \_\_\_\_\_ NO \_\_\_\_\_

Has your license ever been suspended/revoked? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain (reason, year, state, etc.) :

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Do you have any pending moving traffic violations? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please give details:

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Have you ever had an accident resulting in death or serious injury? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes please give details:

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Please list driving experience including license number:

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### **Applicant Job Application Acknowledgments**

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.

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 you to request, receive, and verify all information given on this application and I release you from all liability for any damages that may result from your doing so.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed application along with the following items:**

1. Resume
2. Copy of Certificate
3. Any information emphasizing your qualifications
4. Complete transcript of all academic work
5. Credentials

Please Return this application to:

Clerk of the Board  
216 S. Jefferson  
Smith Center, KS 66967