

Hubbard-Radcliffe Community School
Employment Application (4/1/08)

Personal Data

Name: _____ Date: _____
First Last MI

Address: _____
Street City State Zip

Social Security No. ____/____/____ Home Phone No. _____ email: _____

Position Applied For: _____ Rate of Pay Expected: _____

Do you want to work: full-time part-time

When are you available to begin work? _____

Have you been employed here before? _____ If so, when? _____

Questionnaire: Please complete all of the following:

Have you ever been convicted of a crime of sexual abuse, physical abuse, sexual harassment or exploitation? Yes No

Has any civil or criminal complaint or any other written complaint ever been made against you relating to sexual abuse, sexual harassment or exploitation, or physical abuse? Yes No

Have you ever been dismissed from any position because of immoral conduct? Yes No
unprofessional conduct? Yes No
unfitness for service? Yes No
unsatisfactory service? Yes No

Have you ever been charged or convicted of any felony or misdemeanor (other than minor traffic offenses)? Yes No

If you answered yes to any of the above questions, please attach an explanation of the circumstances surrounding the conviction, complaint and/or dismissal.

Authorization:

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any false information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize a thorough investigation into my background including past employment activities. I agree to cooperate in such investigation, and release from all liability or responsibility all persons or corporations requesting or supplying such information. I recognize that, when considering my application the school may contact the employers I listed as references or any of my previous employers. I hereby authorize a representative from each such employer to discuss all aspects of my employment with the school and to disclose any and all documents regarding that employment.

I understand that according to federal law, all individuals who are hired must, as a condition of employment, produce documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. I understand that any offers of employment will, therefore, be contingent on my ability to produce the required documentation within the time period required by law.

Applicant's Signature

Date

Witness Signature

Date

Education

	School Name	Address	Yrs. Comp.	Degree/Date Received
College				
High School				
Elementary				
Other				

Did you receive any special honors? Y N Please describe _____

Describe any licenses, apprenticeships or specialized training you possess _____

Please list any other experiences, skills or qualifications you possess which would be an asset to the district. _____

Prior Employment (List employers for past 10 years starting with your most recent employment)

Employer: _____ Supervisor's Name/Phone: _____
Address: _____ Period of Employment: _____
Position Held: _____ Duties & Responsibilities: _____
Reason for Leaving: _____

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It is the policy of the Hubbard-Radcliffe Community School District not to discriminate on the basis of race, color, sex, national origin, gender identity, disability, age, religion, creed, or sexual orientation in its employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendment and Section 504 of the Vocational Rehabilitation Act of 1973.

Equity Coordinator – P.J. Heinz, Middle School Principal District Grievance Procedures found in Board Policy Section 102
The Hubbard-Radcliffe Community School District is an equal employment opportunity/affirmative action employer.