

**FREMONT COUNTY SCHOOL DISTRICT NO. 21
CLASSIFIED STAFF APPLICATION FOR EMPLOYMENT**

"FREMONT COUNTY SCHOOL DISTRICT NO. 21 DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, OR HANDICAP IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS EDUCATIONAL PROGRAMS OR ACTIVITIES. INQUIRIES CONCERNING TITLE VI, TITLE IX, AND SECTION 504 MAY BE REFERRED TO THE SUPERINTENDENT OF SCHOOLS, 90 ETHETE ROAD, FORT WASHAKIE, WYOMING 82514 OR (307) 332-5983; THE WYOMING DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS COORDINATOR, 2ND FLOOR HATHAWAY BUILDING, CHEYENNE, WY 82002, OR TO THE OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION, 1961 STOUT STREET, DENVER; CO 80294."

All classified staff employed by Fremont County School District No. 21 are employed as employees at-will and nothing contained herein nor anything in the policies of the School District shall be construed to alter that employment status.

Employees of Fremont County School District No. 21 are required to be familiar with and comply with the policies of Fremont County School District No. 21. A copy of the policy manual is contained in the individual school buildings, district website and/or the central administration office.

POSITION APPLIED FOR: _____

Last Name	First Name	Middle Initial	Social Security No.

Street Address/PO Box	City	State	Zip Code	Telephone No

Are you a United States Citizen? () Yes () No If no, alien Registration # _____

U.S. Military Service: Branch of Service _____ From: _____ To: _____
Duty & training while in service: _____

Are you looking for a Full-time position? Part-time position? Substitute Work?

Do you prefer to work days? Evenings? Nights? Weekends?

EMPLOYMENT HISTORY--List your most recent position first. (Please do not "refer to resume").

Employer	Work Performed
Address	Telephone No#
Job Title	Dates From: To:
Supervisor	May we contact this employer?
Reason for Leaving	

Employer	Work Performed
Address Telephone No#	
Job Title Dates From: To:	
Supervisor May we contact this employer?	
Reason for Leaving	

Employer	Work Performed
Address Telephone No#	
Job Title Dates From: To:	
Supervisor May we contact this employer?	
Reason for Leaving	

Employer	Work Performed
Address Telephone No#	
Job Title Dates From: To:	
Supervisor May we contact this employer?	
Reason for Leaving	

SKILLS

Summarize special skills, qualifications and equipment used:

EDUCATION

	High School 9 10 11 12 GED •	College/University 1 2 3 4	Graduate/Professional 1 2 3 4	Major
Years Completed				
Diploma/Degree/Certificate				
Other Education/Training				

PERSONAL/PROFESSIONAL REFERENCES

List three references other than relatives whom we may contact:

Name	Address	Telephone Number	Occupation	Length of Acquaintance

PERSONAL DATA

1. During the past three years, approximately how many days have you been absent from work or school because of accident or illness unrelated to a physical or mental disability or handicap? _____

2. Present Position: _____ 3. Present Salary: \$ ____

4. Why do you wish to leave your present position? _____

5. Have you ever been convicted of or pled nolo contendere to or otherwise received a deferred sentence in consideration of fulfilling the terms of probation as to:

- (a) any felony? Yes No
- (b) or any crime relating to child abuse or neglect? Yes No
- (c) or any crime relating to sexual abuse of a minor? Yes No

If yes, explain: _____

6. Will you consent to the release of any and all information or records maintained by the Wyoming Department of Family Services concerning you and sign the appropriate release so that such records may be released to Fremont County School District No. 21. **Yes** **No**

7. Pursuant to the provisions of W.S. s 21-7-401, any employee who is to be hired by the School District on or after July 1, 1996, who may have access to minors, is required to submit to fingerprinting and provide such other information as is necessary for the School District to require a national criminal history background check. Do you consent to provide the appropriate fingerprinting and other information for Fremont County School District No. 21 to conduct a criminal background check? **Yes** **No**

8. Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. **Yes** **No**

9. INFORMATION FOR PUPIL TRANSPORTATION APPLICANTS

All successful applicants for positions with the District requiring a CDL (Commercial Drivers License) will be required to undergo drug testing prior to their employment. Employment is conditioned upon passing the test and conditioned upon any and all future tests administered pursuant to District Policy.

Initial here if you have read and understand this section. _____

10. INFORMATION FOR PUPIL TRANSPORTATION AND KITCHEN APPLICANTS

All successful applicants must, as a condition of employment, provide the District with a copy of a physical exam which has been conducted within the last two months by a physician. Kitchen applicants must also provide the results of a TB test, which was completed within the last two months.

AUTHORIZATION FOR RELEASE OF INFORMATION

I, the undersigned applicant, hereby expressly authorize Fremont County School District No. 21, its Superintendent, principal, agents, employees, and other authorized representatives thereof, to make any investigation in my personal or employment history including, but not limited to, investigation of my personal or employment history, federal and/or state criminal, law enforcement or traffic records. I specifically authorize those persons who have access to such information to make copies of all prior personal and employment history records and the records of any and all law enforcement agencies, courts and social service agencies. I further authorize representatives of any agency contacted by agents or representatives of Fremont County School District No. 21 to release and make copies of such records in connection with my application for employment with Fremont County School District No. 21. I further authorize any former employer, person, firm, corporation, credit agency, administrative body, or governmental or law enforcement agency, Department of Family Services, Department of Criminal Investigation, or other entity, to give to said School District as set forth above, any information, oral or written, they may have regarding me. In consideration of the review of my employment application by said School District and its authorized agents as set forth above, I do hereby release and agree to hold harmless Fremont County School District No. 21 and any person, entity or agency providing them with information from any liability or claims resulting from the release of this information. **An investigative consumer report concerning your credit history may be made as a part of the employment process.**

Applicant

APPLICANT STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge.

If necessary for employment in a specific position, you may be required to have a physical examination, drug screen, or to provide evidence of citizenship.

Date

Applicant

This application will be kept only for ninety (90) days after position is filled, however, each time a new position opens up which you desire to be considered for, you must notify the School of your intent to reactivate your application; or if more than one year has passed, submit a new application.