

SAN JUAN SCHOOL DISTRICT

Human Resource Department

200 North Main * Blanding, Utah * 84511

(435) 678-1215 * (435) 678-1829 FX

CLASSIFIED APPLICATION FOR EMPLOYMENT

Name _____
 Address _____

Soc. Sec. # _____
 Home Phone # _____
 Work Phone # _____

Position(s) for which you are applying: _____
 When will you be available to begin work? _____ Email _____

EDUCATION/TRAINING

	High School	Vocational Training/School	Undergraduate College/University	Graduate Professional
School Name/Location				
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				
Dates Attended				
Course of Study				

Describe any specialized training, license, or apprenticeship. (What, Where, Date)

Describe any honors you have received:

Please attach transcripts and/or any certificates you may have. If you have a resume, you may attach it to the application. If you have additional information or need more room, do not hesitate to attach additional pages to the application.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer:	Employer:	Employer:
Address:	Address:	Address:
Telephone:	Telephone:	Telephone:
Supervisor:	Supervisor:	Supervisor:
Job Title:	Job Title:	Job Title:
Duties Performed:	Duties Performed:	Duties Performed:
Date: From To	Date: From To	Date: From To

PERSONAL REFERENCE

Give name, address, and telephone of three references, *NOT RELATED TO YOU*, who know your ability and character.

NAME	ADDRESS	TELEPHONE

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

ACTIVITIES

List professional, trade, business, civic or educational related activities and offices held.

EMPLOYMENT HISTORY

- Are you presently employed? No Yes If yes, with _____ Position _____
- Are you a former employee of our District? No Yes If so, date and position: _____
- Have you ever been convicted of a felony, or a misdemeanor? No Yes (A conviction will not necessarily disqualify an applicant.)
- Have you ever had a certificate or license revoked or suspended? No Yes
- Have you ever been released from a contract; resigned to avoid termination or disciplinary action; been terminated, suspended, or placed on leave with or without pay? No Yes

(If you answered yes to any of the last three statements, a voluntary statement explaining the circumstances would be appreciated.)

- Are you related to the person responsible for hiring this position? No Yes If you answered yes, please explain: _____
- If hired, can you show proof of your age? _____ Every applicant must meet legal age requirements.
- If employed, can you submit verification of your legal right to work in the United States? _____ All employees of the District are required to complete the U.S. Department of Justice Employment Eligibility Verification form (I-9).
- If employed, will you submit to a criminal background check? _____ All new employees of the District are required to complete a criminal background check.
- If employed, will you make a commitment to the District Drug Policy and sign the authorized form? _____
- If employed, will you commit to follow the policies and procedures as outlined in the District Policy Manual? _____

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I certify that all answers given are true and complete to the best of my knowledge.

I authorize the San Juan School District to make such investigations and inquiries of my personal employment and other matters as may be necessary in arriving at an employment decision. I hereby release persons giving information of past employment experiences from all liability in responding to inquiries in connection with my application. This is to include any request for personnel files from past employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) will result in discharge.

In accordance with Utah State Law, San Juan School District will conduct a criminal background check (including taking my fingerprints), and I hereby waive my rights to further written notice of such. I also agree to pay the entire cost of fingerprinting and background check.

Name

Date

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SAN JUAN SCHOOL DISTRICT IS COMMITTED AS AN EMPLOYER IN MEETING THE REQUIREMENTS FOR ADA AND EQUAL OPPORTUNITY EMPLOYMENT

Applications will remain in active status only through December 1st of each year, unless renewed at the request of the applicant.