

EAST BUTLER PUBLIC SCHOOLS CLASSIFIED STAFF EMPLOYMENT APPLICATION

Please Print: _____ Date: _____

Name: _____

Address: _____

City/State: _____ Zip Code: _____

Telephone: _____

Do you have a valid driver's license? _____ State/License #: _____

State briefly why you would like to work for East Butler Public Schools:

Have you in the last 10 years been convicted of a felony (excluding any sealed or expunged convictions)?

(NOTE: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

If yes, explain:

General Information About Employment Desired

Position you are applying for? _____ Full-time or Part-time? _____

If part-time, hours per week desired: _____

Days of week you are available to work: _____

Hours you are available to work: _____

If hired, on what date could you start work? _____

Hourly rate of pay or monthly salary desired: _____

Education and training (include on-the-job training):

School/Location/Sponsor	Course of Study	Dates Attended
High School		
Community College		
Trade School		
College/University		
Seminars/Other		

Special Skills:

Do you speak, write or understand any foreign languages? _____

If yes, which language(s)? _____

Do you have any experience, training, qualifications or skills that you feel make you especially suited for working with students and staff at East Butler Public Schools?

If so, explain in detail: _____

Use the space below to summarize other relevant experience, skills and background:

Employment History:

List all previous employers starting with your present or most recent position (last 10 years is sufficient) below:

Name of Company: _____

Name of Supervisor: _____

Address: _____

Street City State Zip

Position and Duties: _____

Dates of Employment: _____ Reason for leaving: _____

Name of Company: _____

Name of Supervisor: _____

Address: _____

Street City State Zip

Position and Duties: _____

Dates of Employment: _____ Reason for leaving: _____

Name of Company: _____

Name of Supervisor: _____

Address: _____

Street City State Zip

Position and Duties: _____

Dates of Employment: _____ Reason for leaving: _____

Name of Company: _____

Name of Supervisor: _____

Address: _____

Street City State Zip

Position and Duties: _____

Dates of Employment: _____ Reason for leaving: _____

References:

BELOW, PLEASE LIST THREE PEOPLE NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS/PHONE	NO. YRS. ACQUAINTED

Signature: _____ Date: _____

**CONSENT TO PROVIDE EMPLOYMENT HISTORY
TO PROSPECTIVE EMPLOYERS**

I, _____ (applicant), hereby give consent to any and all current and prior employers of mine to provide information with regard to my employment with current or prior employers to East Butler Public School (prospective employer)

I consent to my current and prior employers giving the following information about me to East Butler Public School.

1. Date and duration of employment;
2. Pay rate and wage history on the date of receipt of this consent;
3. Job description and duties;
4. The most recent written performance evaluation prepared prior to the date of the request for information and provided to me during the course of my employment;
5. Attendance information;
6. Results of drug or alcohol tests administered within one year prior to the request for information;
7. Threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee;
8. Whether I was voluntarily or involuntarily separated from employment and the reasons for the separation; and
9. Whether I am eligible to rehire.

The consent is valid for six months from the date of my signature below.

Name

Date