

**USD # 431- Hoisington**  
**APPLICATION FOR EMPLOYMENT**

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.

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**PERSONAL INFORMATION**

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

Phone Number \_\_\_\_\_

Are you related to anyone employed by us? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, state name and department \_\_\_\_\_

In Case of Emergency notify \_\_\_\_\_  
Name Address Phone Number

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**EMPLOYMENT DESIRED**

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Have you applied in this district before? \_\_\_\_\_

Please list any specific skills that you possess for the position you are applying.

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Please list any attachments that you would like to include with your application.

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**EDUCATION**

Name & Location of School	Years Attended	Date Graduated
High School		
College		
Trade, Business, or Correspondence School		

**FORMER EMPLOYERS:** List below last three employers, starting with the most recent one.

Date Month & Year	Name and Address of Employer	Salary	Position	Reason for Leaving
FROM ----- TO				
FROM ----- TO				
FROM ----- TO				

**REFERENCES:** Give below the names of three persons not related to you, whom you have known at least one year.

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

**ARRESTS/CONVICTIONS:** Have you ever been convicted of a felony or any offense involving moral turpitude?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, when, where and nature of offense \_\_\_\_\_

**APPLICANT JOB APPLICATION ACKNOWLEDGMENT**

- 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 any background checks by any third party.
- I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.
- I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation, and I release you from all liability for any damages that may result from your doing so.

Signature \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

Interviewed by: \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_

Neatness \_\_\_\_\_ Character \_\_\_\_\_

Personality \_\_\_\_\_ Ability \_\_\_\_\_

Hired \_\_\_\_\_ for department \_\_\_\_\_ Position \_\_\_\_\_ Will report \_\_\_\_\_ Wages \_\_\_\_\_

Approved: \_\_\_\_\_