

DE SOTO AREA SCHOOL DISTRICT
EMPLOYMENT APPLICATION

APPLICATION FOR EMPLOYMENT

Date: _____ Date Available: _____

All questions must be answered carefully and completely. If you have a resume, please attach it to this application.
You must still complete the application in its entirety. PLEASE TYPE OR PRINT.

PERSONAL DATA

Name: _____ Soc. Sec. No. _____
Last First Middle

Address _____ Phone No. _____
Number and Street

_____ Daytime Phone No. _____

Position Applied for _____

Are you:

- | | | |
|-----------|----------|--|
| _____ Yes | _____ No | over the age of 18? |
| _____ Yes | _____ No | a previous applicant? |
| _____ Yes | _____ No | a previous employee? |
| _____ Yes | _____ No | legally able to work in the United States? |
| _____ Yes | _____ No | a licensed driver with a car available for work? |

Other than traffic violations, have you ever been convicted of a crime? _____ Yes _____ No
If yes, describe the circumstances in detail, including the date and location of each conviction:

Are there any criminal charges pending against you? _____ Yes _____ No If yes, describe the
circumstances in detail: _____

(A conviction is not an absolute bar to employment. Only convictions that involve circumstances that are related to the circumstances of the job will be used to determine your qualifications for hire.)

EDUCATION AND TRAINING RECORD

Please complete all appropriate items.

Type of School	Name and Location of School	Dates Attended	Degree Earned	Major and Minor Fields of Study
High or Trade School			Diploma? __ Yes __ No	
Business or Tech. School			Degree Awarded? __ Yes __ No Type of Degree:	
Colleges			Degree Awarded? __ Yes __ No Type of Degree:	
Other Training (explain)				

EMPLOYMENT RECORD

WORK EXPERIENCE (last 10 years)

Note: Start with most recent position. Attach a separate sheet if necessary. A resume providing this information may be attached as a supplement.

Present/Last Employer	Type of Business	Address	Phone Number
Start Date Leave Date	Salary	Reason for Leaving	
Job Title	Name of Supervisor/Title	May We Contact After Interview __ Yes __ No	

Description of job and duties:

Present/Last Employer	Type of Business	Address	Phone Number
Start Date Leave Date	Salary	Reason for Leaving	
Job Title	Name of Supervisor/Title	May We Contact After Interview __ Yes __ No	

Description of job and duties:

Present/Last Employer	Type of Business	Address	Phone Number
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Start Date	Leave Date	Salary	Reason for Leaving
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Job Title	Name of Supervisor/Title	May We Contact After Interview ___ Yes ___ No
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Description of job and duties:

- Have you ever been discharged or non-renewed by an employer within the last 10 years?
_____ Yes _____ No
- Have you ever been asked to resign, or been threatened with discharge unless you resigned, by an employer within the last 10 years? _____ Yes _____ No
- If your answer to either of the above questions is yes, describe the circumstances in detail:

PROFESSIONAL INFORMATION (if applicable)

Professional Licensure _____
Effective Date _____ Expiration Date _____
Out-of-State Licenses _____ License No. _____
Is State Licensure Pending? ___ Yes ___ No

ACADEMIC ACHIEVEMENTS AND ACTIVITIES

Note: Please list academic honors, scholarships, or fellowships; memberships in academic honorary societies; or participation in or offices held in extracurricular activities you consider significant.

ADDITIONAL QUALIFICATIONS

What knowledge, special technical or computer skills, and/or individual capabilities do you have which especially prepare you for the position you have applied for?

Job-Related Honors, Awards, etc:

APPLICANT STATEMENT (Read carefully before signing.)

I affirm that I have answered all questions to the best of my ability. If employed, I realize false information will be grounds for dismissal. I authorize anything necessary to verify the accuracy of information contained in this application from all previous employers, educational institutions and references. I understand that I may be subject to a criminal record check as a condition of employment.

Signature: _____

Date: _____

(All qualified applicants receive consideration for employment without regard to race, color, religion, gender, sexual orientation, age, national origin or ancestry, disability, or veteran status.)

I also hereby release from liability the De Soto School District and its representatives for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.