

**STRASBURG SCHOOL DISTRICT NO. 31-J  
NON-CERTIFIED POSITION APPLICATION**

Dear Applicant:

Thank you for your interest in working for Strasburg School District No. 31-J. This application is intended for use in evaluating your suitability for employment. It is not an employment contract. Please furnish complete and accurate information. The District will not consider incomplete applications. The District will verify your application and false or misleading statements will be grounds for refusal or termination of employment and benefits. Strasburg School District No. 31-J is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, ethnicity, sex, national origin, creed, religion, age, sexual orientation, disability or other protected status.

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**PERSONAL INFORMATION**

Name (First, Middle, Last): \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Present Address (Street, City, State, Zip): \_\_\_\_\_

Permanent Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a veteran or a current member of the U.S. Armed Forces?    Yes    No

**MARK APPROPRIATE BOXES:**

- New Application
- Previous Application on File
- Former Employee of the School District
- Full-time
- Part-time
- Temporary

List positions for which you are applying: \_\_\_\_\_

\_\_\_\_\_

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**QUALIFICATIONS**

(If space provided is insufficient, please attach additional sheets as needed)

**PREVIOUS EMPLOYERS:**

PLEASE NOTE: Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the *correct telephone numbers of past employers are critical*. Ask for a phone book or call information if you need. FOR EMPLOYERS OUTSIDE THE U.S., A CURRENT FAX NUMBER IS MANDATORY.

<b>MOST RECENT EMPLOYER</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently working for this employer?
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, may we contact?
COMPANY NAME _____	CITY _____	STATE _____
DATES EMPLOYED _____	JOB TITLE _____	SUPERVISOR NAME _____
DUTIES _____	_____	
SALARY _____ PER _____	REASON FOR LEAVING _____	
(HOUR, WEEK, MONTH)		
<b>SECOND MOST RECENT EMPLOYER</b>		
_____		
COMPANY NAME _____	CITY _____	STATE _____
DATES EMPLOYED _____	JOB TITLE _____	SUPERVISOR NAME _____
DUTIES _____	_____	

SALARY _____ PER _____ (HOUR, WEEK, MONTH)	REASON FOR LEAVING _____	
THIRD MOST RECENT EMPLOYER		
COMPANY NAME _____	CITY _____	STATE _____
DATES EMPLOYED _____	JOB TITLE _____	SUPERVISOR NAME _____
DUTIES _____		
SALARY _____ PER _____ (HOUR, WEEK, MONTH)	REASON FOR LEAVING _____	

PHONE ( ) _____
FAX ( ) _____

**REFERENCES:** Include only individuals familiar with your work ability. Do not include relatives.

NAME	ADDRESS/PHONE	YEARS KNOWN/RELATIONSHIP
1. _____	_____	_____
2. _____	_____	_____

**EDUCATION:** Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+  
If your school records are under a different name than above, please enter that name: \_\_\_\_\_

NAME	CITY/STATE	GRADUATE?	DEGREE?
HIGH SCHOOL _____	_____	_____	_____
COLLEGE _____	_____	_____	_____
OTHER _____	_____	_____	_____

**DRIVING RECORD:**

If your duties do not include driving, please skip this section.  
 Do you have a valid driver's license?  Yes  No  
 Have you had any moving traffic convictions in the past seven years?  Yes  No  
 State of Issue \_\_\_\_\_ DL# \_\_\_\_\_  
 Type of driver's license \_\_\_\_\_  
 Endorsements? \_\_\_\_\_  
 Restrictions? \_\_\_\_\_

**SECURITY:**

Applicants who are offered employment with the District will be required to successfully complete a criminal background check in accordance with state law.

In which states have you lived the past seven years? (Include counties) \_\_\_\_\_

Have you used any names (aliases, maiden names, married names, etc.) or Social Security numbers other than given on page one?  
 Yes  No If so, please list \_\_\_\_\_

Have you ever been charged with any crime other than a minor traffic offense? (Note, a DUI is not considered a minor offense)  
 Yes  No If so, please list \_\_\_\_\_

Have you ever been convicted of, pled guilty to, or pled nolo contendere to any crime, other than a minor traffic offense, or received a deferred sentence? (Note, a DUI is not considered a minor offense)  
 Yes  No If so, please list \_\_\_\_\_

Have you been terminated or resigned from a position because of inappropriate or illegal behavior involving a child or children?  
 Yes  No If so, please list \_\_\_\_\_

INCIDENT DATE	CITY/STATE	CHARGE

To avoid conflict of interest, list any local school board member or employee relative(s) in the school district and cite relationship.

Estimate your total absence from work or school for the last three years and explain the reason(s).

**PLEASE READ CAREFULLY BEFORE SIGNING**

**CERTIFICATION AND RELEASE:** I certify that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of fact called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the school and/or its agents including consumer reporting bureaus to verify any of this information by searching appropriate information and record sources. I authorize all employers, persons, schools, companies, law enforcement authorities, and state agencies to release any information concerning my background and hereby release those parties from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

SIGNATURE	DATE
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**FOR OFFICE USE ONLY**

Background information requested

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|-------------------------------|-----------------------|
| 1. Former employers _____     | 7. Place. File _____  |
| 2. References _____           | 8. NTE _____          |
| 3. Workers' Comp _____        | 9. Core _____         |
| 4. MVR (driving record) _____ | 10. Transcripts _____ |
| 5. Criminal History _____     | 11. Spec. _____       |
| 6. Stu. Tchg. _____           | 12. Cert. _____       |