



# Classified Employment Application

The Southwest Region School District is an Equal Opportunity Employer. Race, color, religion, sex, and national origin are not factors in employment, promotion and compensation.

**Position Applied For:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
 Last First M.I. (Maiden)

**Home Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ Home  
 \_\_\_\_\_ Work

**Social Security Number:** \_\_\_\_\_

Are you a U.S. Citizen or authorized by the I.N.S. to work in the U.S.? YES NO

Are you between the ages of 18 - 70? YES NO

Have you ever been convicted of a felony? YES NO

If so, please describe \_\_\_\_\_

Who referred you to us? •Job Service •Newspaper Ad •Employee •Other

Have you ever applied for employment here before? YES NO

If so, when? \_\_\_\_\_

Have you ever been employed here before? YES NO

If so, when and where? \_\_\_\_\_

Are you employed now? YES NO

Are you currently on layoff or leave from another company? YES NO

Are you willing to travel? YES NO

Are you willing to relocate? YES NO

Are you available for full-time work? YES NO

Are you available for part-time work? YES NO

Do you have any restrictions, conditions or circumstances which may limit your ability to perform the duties associated with the position you are applying for? YES NO

If so, please explain \_\_\_\_\_

Date you can start: \_\_\_\_\_

## EMPLOYMENT HISTORY

Company Name	Address	Telephone
Date Started	Starting Salary	Starting Position
Date Left	Final Salary	Position upon Leaving
Name of Supervisor	Phone of Supervisor	Title of Supervisor
Responsibilities		
Reason for Leaving		
Company Name	Address	Telephone
Date Started	Starting Salary	Starting Position
Date Left	Final Salary	Position upon Leaving
Name of Supervisor	Phone of Supervisor	Title of Supervisor
Responsibilities		
Reason for Leaving		
Company Name	Address	Telephone
Date Started	Starting Salary	Starting Position
Date Left	Final Salary	Position upon Leaving
Name of Supervisor	Phone of Supervisor	Title of Supervisor
Responsibilities		
Reason for Leaving		
Company Name	Address	Telephone
Date Started	Final Salary	Starting Position
Date Left	Ending Salary	Position upon Leaving
Name of Supervisor	Phone of Supervisor	Title of Supervisor
Responsibilities		
Reason for Leaving		

## EDUCATION

	School	Course of Study	Year(s)	Degree/Diploma	G.P.A
HIGH SCHOOL					
COLL/UNIV					
COLL/UNIV					
OTHER					
OTHER					

List scholastic honors received and elected offices held while in school: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you planning to pursue other studies?    YES            NO  
If so, where and what course of study? \_\_\_\_\_  
\_\_\_\_\_

Equipment Usage (computers, calculators, power tools, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Typing WPM \_\_\_\_\_

## REFERENCES

List three persons not related to you who have known you for at least 3 years.

Name	Telephone	Business	Years Acquainted
_____	_____	_____	_____
_____	_____	_____	_____

---

## **IMMIGRATION REFORM AND CONTROL ACT REQUIREMENT**

In compliance with the Immigration Reform and Control Act of 1986, you will be required to provide approved documentation that verifies your right to work in the United States prior to beginning work here at the Company. Please be prepared to provide any of the following documentation in the event you are offered and accept a position with us:

**Any one of the following:** (These establish both identity and employment authorization)

1. U.S. Passport
2. Certificate of U.S. Citizenship as issued by the Immigration and Naturalization Service (INS)
3. Certificate of Naturalization (from the INS)
4. Unexpired foreign passport with unexpired endorsement authorizing employment
5. Resident alien card or other alien registration card, with photo or other approved identifying information, which evidences employment authorization

**Or one from list A and one from List B**

These establish employment authorization: (List A)

1. Social security card (unless it specifies that it doesn't authorize employment)
2. Certificate of U.S. birth or other documentation which establishes U.S. nationality or birth
3. Other approved documentation

These establish identity: (List B)

1. Driver's License or similar state I.D. card with photo or other approved identifying information
2. Other approved documentation of identity for applicants under the age of 16 or in a state which does not issue an I.D. card (other than a driver's license)

THIS VERIFICATION PROCESS IS A REQUIREMENT FOR ALL EMPLOYEES HIRED ON OR AFTER  
NOVEMBER 6, 1986.

### **PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would affect this application unfavorably.

I have never been involuntarily terminated from any job or asked to resign from any job for reasons relating to my behavior or job performance. I have not been convicted or received a suspended imposition of sentence for any felony nor have I committed any criminal act resulting in personal injury or destruction of property; any child abuse or molestation; any sexual abuse of a minor, any contribution to the delinquency of a minor; any criminal act involving use or abuse of a controlled substance; any criminal act involving the use or abuse of alcohol; or any other crime of immorality (which means any act involving a crime of moral turpitude under the Laws of the State of Alaska ). If I have been involved in any of the situations listed above, I have attached to this application a description of the event and an explanation why I believe such situation should not adversely affect my application for employment.

I hereby authorize the Southwest Region School District to obtain from previous or current employers or any law enforcement agency any data needed to support this application. I agree that this company and any previous employers shall not be held liable in any respect if a job offer is or is not extended, is withdrawn or my employment is terminated because of false statements, omissions or answers made by me on this application. In the event of my employment with this company I will comply with all rules and regulations as set forth in any communication distributed to employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States on my first day of employment. I am in receipt of a list of approved documents which has been supplied with this application.

I hereby acknowledge that I have read and understand the above statements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



Southwest Region School District

CONSENT TO BACKGROUND CHECK AND THIRD PARTY INVESTIGATIVE CONSUMER REPORT

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby authorize the District to investigate all statements made in this application or attachments; to contact any of my former employers, education institutions, personal references or any other person or organization that may have information relevant to my employment; to obtain records concerning my past work, character, education, or military background; to obtain a "consumer report" and/or "investigative consumer report" as defined by the Fair Credit Reporting Act; to obtain driving records; to obtain any records pertaining to prior felony or misdemeanor convictions or pending felony or misdemeanor charges. I authorize that such contact or investigation may occur at any time before or during employment. I will hold the District, its attorneys, and former employers, educational institutions and any other persons giving references free of liability for the exchange of the information and any other reasonable and necessary information incident to the employment process.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Term Limit Convictions: You will not be eligible for hire if you have been convicted of any of charges listed below within the last 3 years.

Table with 2 columns listing various offenses such as Assault in the Fourth Degree, Child Neglect, Domestic Violence, Harassment, Importation of Alcohol into a "Dry" Area, Minor Consuming, Public Intoxication, Theft, and Trespassing.

Disqualifying Convictions: You will not be eligible for hire if you have been convicted of any of the charges listed below.

Table with 2 columns listing various offenses such as Arson, Assault in the First Degree, Assault in the Second Degree, Assault in the Third Degree, Assault of an Unborn Child in the First Degree, Assault of an Unborn Child in the Second Degree, Coercion, Contributing alcohol to a minor, Contributing to the delinquency of a minor, Criminally Negligent Homicide of an Unborn Child, Custodial Interference in the First Degree, Custodial Interference in the Second Degree, Defenses to Murder, Extortion, Forfeiture of Property Used in Sexual Offense, Human Trafficking in the First Degree, Human Trafficking in the Second Degree, Incest, Indecent Exposure in the First Degree, Indecent Exposure in the Second Degree, Kidnapping, Manslaughter, Manslaughter of an Unborn Child, Multiple Deaths, Murder in the First Degree, Murder in the Second Degree, Murder of an Unborn Child, Online Enticement of a Minor, Possession of child pornography, Prostitution, Providing indecent material to a minor, Reckless Endangerment, Robbery in the First Degree, Robbery in the Second Degree, Sexual Abuse of a Minor in the First Degree, Sexual Abuse of a Minor in the Second Degree, Sexual Abuse of a Minor in the Third Degree, Sexual Abuse of a Minor in the Fourth Degree, Sexual Assault in the First Degree, Sexual Assault in the Second Degree, Sexual Assault in the Third Degree, Sexual Assault in the Fourth Degree, Stalking in the First Degree, Stalking in the Second Degree, and Unlawful Exploitation of a Minor.