

**BURRTON UNIFIED SCHOOL DISTRICT NO. 369**  
**105 East Lincoln, PO Box 369, Burrton, Kansas 67020**  
**Phone 620-463-3840 Fax 620-463-2636**



**Classified Personnel Application Form**

Please follow the directions and answer all items completely and correctly. If an applicant is appointed and accepts a position the information given herein will become part of the person's personnel record.

**POSITION INFORMATION**

Positions for which I am making application:

Clerical \_\_\_\_\_ Secretarial \_\_\_\_\_ Education Paraprofessional \_\_\_\_\_ Cook \_\_\_\_\_  
Transportation \_\_\_\_\_ Custodial \_\_\_\_\_ Other: \_\_\_\_\_

I will accept: Full-time employment \_\_\_\_\_  
Part-time employment \_\_\_\_\_

Have you ever been employed by the Burrton Public Schools previously? Yes \_\_\_\_\_ No \_\_\_\_\_

Dates: \_\_\_\_\_

**PERSONAL DATA**

Date of Application \_\_\_\_\_

Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

Current Address \_\_\_\_\_

Telephone - Home \_\_\_\_\_

Alternate telephone No. \_\_\_\_\_

Permanent Address \_\_\_\_\_

Contact person name and telephone number:

Name: \_\_\_\_\_

Telephone \_\_\_\_\_

I hereby affirm that my answers to the foregoing questions on this application are true and correct, and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any false information, intentional omissions or misrepresentations submitted on this application are causes for dismissal. I understand that this is a pre-employment application and that if I am employed a formal personal history may be completed. My employment may also be subject to passing a physical examination.

I authorize USD No. 369 to obtain information related to this application from former employers, school personnel, references (unless otherwise noted), and any others with whom it desires and agree to hold such persons harmless with respect to any information they may give. If employed I will comply with the rules and regulations set forth and communicated to all employees of the Board of Education.

Return this application to:  
Burrton U.S.D. No. 369  
105 East Lincoln, PO Box 369  
Burrton, Kansas 67020

Signature \_\_\_\_\_

Date \_\_\_\_\_

**EDUCATION AND TRAINING DATA**

Have you received a high school diploma or GED equivalent? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, high school attended and graduation date \_\_\_\_\_

Name and Location Institution-Post Secondary	No. of Yrs Attended	Certificate or License	Degree Received	Date Received

**EMPLOYMENT**

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_  
(State Month and Year)

Name of Supervisor \_\_\_\_\_

Weekly Pay \_\_\_\_\_  
Start Last

State Job Title and Describe Your Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_  
(State Month and Year)

Name of Supervisor \_\_\_\_\_

Weekly Pay \_\_\_\_\_  
Start Last

State Job Title and Describe Your Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_  
(State Month and Year)

Name of Supervisor \_\_\_\_\_

Weekly Pay \_\_\_\_\_  
Start Last

State Job Title and Describe Your Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## GENERAL INFORMATION REQUIRED

1. Please provide a statement indicating the reason(s) you want to work at USD 369. Include any background you have had in schools or educational institutions and any other information which you might think applicable but overlooked elsewhere in this application.
  
2. An answer of "yes" to the following questions will not necessarily disqualify an applicant for employment. If the answer to any question is "yes", please explain by a confidential letter to the Superintendent.
  - a. Have you ever been convicted of a felony or crime involving dishonesty, a controlled substance, or a child? Yes \_\_\_\_ No \_\_\_\_
  - b. Have you ever entered into a criminal diversion agreement after being charged with any offense described in 2 - a? Yes \_\_\_\_ No \_\_\_\_
  - c. Are criminal charges pending against you in any state involving any offenses described in question 2 - a? Yes \_\_\_\_ No \_\_\_\_
  
3. All USD 369 employees are required to submit a certification of health signed by a person licensed to practice medicine and surgery under the laws of any state on a form prescribed by the Secretary of Health and Environment. The physical shall also demonstrate that freedom from tuberculosis has been established by a chest x-ray or negative tuberculin skin test. Is there any reason you would be unable to provide a certification of health prior to receiving your first paycheck? Yes \_\_\_\_ No \_\_\_\_  
If yes, please explain:
  
4. Is there any circumstance which would prevent your regular attendance at work? Yes \_\_\_\_ No \_\_\_\_  
If yes, please explain:
  
5. The information furnished on this application is true and accurate to the best of my knowledge. Any misstatements or omissions of material fact in this application may be cause for dismissal. I understand that I may be required to take one or more tests (physical examination, drug screening, job related) as a condition of hiring or continued employment.  
I expressly authorize the release to USD 369 any records or information which may refer or relate to this application for employment, including, but not limited to, records of educational institutions, reference checks of persons listed on this application, law enforcement or criminal justice agencies, agencies maintaining child abuse records, and previous employers. I hereby release and discharge USD 369 and any responsible person(s) employed by USD 369 from any and all claims and liability which I may have or ever claim to have relating to information provided to USD 369 as part of a background check in connection with this application for employment.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District No. 369 are hereby notified that his institution does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment concerning USD 369. Any person with questions, concerns, complaints, or requests for additional information regarding compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), Age Discrimination Act of 1975 (AGE), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact the Superintendent of USD 369, 105 East Lincoln, PO Box 369, Burrton, Kansas 67020 - Phone (620) 463-3840. The Superintendent has been designated by USD 369 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, Age, Section 504, and the ADA. Title VI, Title IX, and Section 504 complaints may also be filed with the Regional Office for Civil Rights:

U. S. Department of Education, Region VII  
Office for Civil Rights  
10220 North Executive Boulevard  
Kansas City, Missouri 64153

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### FOR EMPLOYER'S USE ONLY

Reference Check

| Employer | Person contacted | Results |
|----------|------------------|---------|
| 1        |                  |         |
| 2        |                  |         |
| 3        |                  |         |

## Authorization and Release

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.

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

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.

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

Have you ever been convicted of a felony or a crime involving dishonesty, or a crime with a juvenile as victim?

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

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.

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

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.

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

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

\_\_\_\_\_  
Date

**Please complete the above Authorization and Release form and return it along with other application documents to:**

Superintendent of Schools  
USD 369 Burrton District Office  
PO Box 369  
105 East Lincoln  
Burrton, Kansas 67020

