CLASSIFIED APPLICATION

Royal Valley USD #337

101 W. Main
Mayetta, KS 66509
Phone: 785-966-2246
FAX: 785-966-2490
WEBSITE: www.rv337.com

Date Application Submitted _____

Social Security Number _____

APPLICANT:

Name

_____

(Last) (First) (Middle) (Maiden)

Address _____

Phone_____

E-mail _____

POSITIONS FOR WHICH YOU ARE APPLYING (MARK MORE THAN ONE IF DESIRED):

- ☐ Coaching (Non-instructional)
- ☐ Secretarial
- ☐ Paraprofessional
- ☐ Custodial
- ☐ Maintenance
- ☐ Food Service
- ☐ Bus Driver

PREFERENCE OF EMPLOYMENT: ☐ Full-time ☐ Part-time

ARE YOU NOW EMPLOYED? ☐ Yes ☐ No

IF PRESENTLY EMPLOYED:

Firm or Company Name:

_____

_____

_____

Present Salary:

_____

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

Have you ever been convicted of a felony crime? ☐ Yes ☐ No

COMPLETE AREAS IN WHICH YOU ARE INTERESTED.

OFFICE/CLERICAL

Typing: ☐ YES ☐ NO WPM _____

Please list the office machines you can operate.

_____
_____
_____

Please provide details of your computer operating experience and capabilities.

_____
_____
_____
_____
_____

PARAPROFESSIONAL/COACHING

Please write a brief description of your past experience or activities which would be beneficial in working with students.

_____
_____
_____
_____
_____

Please list special interests or hobbies.

_____
_____
_____
_____
_____
_____

Typing: ☐ YES ☐ NO WPM _____

With what age of students do you prefer to work? (Please list in order of preference).

( ) Elementary ( ) Middle School ( ) High School ( ) Special Education

BUS DRIVER

Please list your experience in the following areas:

Do you have a current CDL? ☐ YES ☐ NO

Do you have any outstanding traffic violations? ☐ YES ☐ NO

List your commercial driving experience:

_____
_____
_____
_____

How long have you been a commercial driver?

_____

FOOD SERVICE

Please list your experience in the following areas:

Food Preparation:

_____
_____
_____

Serving of Food:

_____
_____
_____

Management:

_____
_____
_____

Working around students:

_____
_____
_____

CUSTODIAL/MAINTENANCE

Please list you experience in the following areas:

Carpentry:

_____
_____
_____

Electrical:

_____
_____
_____

Plumbing:

_____
_____
_____

Housekeeping:

_____
_____
_____

EDUCATION

Level	School Name	City/State	Major Course	Last Year Completed
High School				1 2 3 4
Technical School				1 2 3 4
College				1 2 3 4

EMPLOYMENT RECORD

Starting with present or most recent, please list employers.

Name of Employer	Position and Duties	Dates Employed

REFERENCES

Name	Address	Occupation	Phone

REQUIREMENTS FOR APPLICATION

In order to be complete, an applicant's file shall include the following materials:

- •Completed application form
- •Letter of application

Upon receipt of the above information, your application will be complete and ready for screening. If, after screening, an interview is desired, you will be contacted. This file will be maintained for one year from date of receipt and may be reactivated upon request. Files not activated will be destroyed.

I have completed this application to the best of my knowledge and do swear that all information herein is accurate.

I give permission for personnel of Royal Valley USD #337 to make job-related inquiries of employers and references, and to have district review committees evaluate my application materials.

_____

Signature of Applicant **Date**

Royal Valley USD #337 does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in the admission of, access to, or treatment of students and the hiring of its employees in its programs and activities.

Please forward all correspondence and application documents to:

Director of Curriculum and Instruction
Royal Valley USD #337
101 W. Main
Mayetta, KS 66509
Telephone: 785.966.2246 Fax: 785.966.2490

Royal Valley USD #337 IS AN EQUAL EMPLOYMENT/EDUCATIONAL OPORTUNITY AGENCY