

APPLICATION FORM
FOR
SECRETARY

SOUTH BROWN COUNTY USD #430
522 CENTRAL AVE.
HORTON, KANSAS 66439
785-486-2611

(Please print and attach a copy of your license or certification (if applicable) and resume to this application)

NAME: _____
(Last) (First) (Middle Initial)

HOME ADDRESS: _____
(Address) (City) (State) (Zip)

HOME PHONE _____ **BUSINESS PHONE** _____

CELL PHONE _____ **E-MAIL ADDRESS** _____

DATE OF APPLICATION _____

EDUCATIONAL DATA

High School and Year of Graduation _____

College/Technical Training in Chronological Order:

College/Technical School _____ Location _____

Dates _____ to _____ Degree/Hours _____ Major Field _____

Certification in: _____

College/Technical School _____ Location _____

Dates _____ to _____ Degree/Hours _____ Major Field _____

Certification in: _____

PROFESSIONAL DATA

Current Employer _____ Phone # _____

CHRONOLOGICAL SECRETARIAL or SECRETARIAL SCHOOL EMPLOYMENT

| School Name | Location | Position Held | Dates of Employment |
|-------------|----------|---------------|---------------------|
| _____ | _____ | _____ | _____ to _____ |
| _____ | _____ | _____ | _____ to _____ |
| _____ | _____ | _____ | _____ to _____ |
| _____ | _____ | _____ | _____ to _____ |
| _____ | _____ | _____ | _____ to _____ |
| _____ | _____ | _____ | _____ to _____ |

COMPUTER SKILLS:

Name of programs used and in what capacity (e.g. Excel spreadsheets, Publisher, etc.)

OTHER WORK EXPERIENCE

Employer: _____ Location _____
Phone: _____ Dates: _____ to _____
Duties: _____

Employer: _____ Location _____
Phone: _____ Dates: _____ to _____
Duties: _____

Employer: _____ Location _____
Phone: _____ Dates: _____ to _____
Duties: _____

Employer: _____ Location _____
Phone: _____ Dates: _____ to _____
Duties: _____

List Three Professional or Employer References:

| Name | Address | Phone # |
|-------|---------|---------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Is it permissible to contact the above references? _____ If no, what date will contacts be permissible? _____

Have you had any limitations that will not allow you to do heavy lifting, sitting/standing for lengthy periods, computer work for lengthy periods or any other work related to the secretarial position? Yes _____ No _____

If yes, please explain: _____

GENERAL BACKGROUND

Have you ever been convicted of a felony or a crime involving dishonesty, a controlled substance or a child? Yes No

Have you ever entered into a criminal diversion agreement after being charged with any offense described in question A? Yes No

Are criminal charges pending against you in any state involving any of the offenses described in question A? Yes No

APPLICANT JOB APPLICATION ACKNOWLEDGEMENTS

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.

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.

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.

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.

Signature of Applicant

Date

Notice of Non Discrimination

Applicants for admission and employment, students, parents of elementary school students, employees, source of referral of application for admission and employment, and all unions or professional organizations holding collective bargaining on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Unified School District #430 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent, 522 Central Avenue, Horton, Kansas 66439, 785-486-2611. The Superintendent has been designated by Unified School District #430 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX and Section 504. Any person may also contact the Assistant Secretary of Civil Right, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.