

Date Application Received \_\_\_\_\_  
*This application will be destroyed two years from this date unless written notification is received from the applicant.*

# FRUITLAND SCHOOL DISTRICT #373

## Application for Classified Position

Fruitland School District #373 is an equal opportunity employer/educator with a drug, alcohol and tobacco free environment. Discrimination based on race, color, religion, sex age, disability, national origin, financial ability, parental status, or marital status does not exist in the District. Equal access to employment services, and programs is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the organization. Questions or complaints should be addressed to the District Office.

### EMPLOYMENT DESIRED

Position(s) you are applying for:	Full Time <input type="checkbox"/> and/or Part-Time <input type="checkbox"/>
Date you are available to start work:	If Part-Time, hours per week desired:
Are you able to meet the attendance requirements Yes <input type="checkbox"/> or No <input type="checkbox"/>	Hours you are available to work:
Hourly rate of pay desired:	

### PERSONAL INFORMATION

First Name (Legal)	Middle Name (Legal)	Last Name (Legal)	Other Last Names
Street Address		City	State
Zip Code			
Home Phone Number/Cell Phone	Social Security Number	Email Address	
Name of Person to Contact if You are Unavailable		Contact Person's Phone Number	
(Optional) Emergency purposes only...Please provide Name, Address and Phone # of Nearest Relative (not living with you):			

# EDUCATIONAL BACKGROUND

High School Graduate Yes <input type="checkbox"/> No <input type="checkbox"/>		GED Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of School, College, or University	Total # of Hours	Type of Training Or Major	Type of Certificate or Degree Received

# SPECIAL SKILLS & LICENSES

Complete if applicable to the position for which you are applying.

<p>Typing: WPM: _____</p> <p>Ten Key: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Computer Skills Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Driver's License Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Bilingual Language _____</p>	<p>Other Certificates or Licenses: _____</p> <p>List additional skills and/or specialized training (<i>especially if it pertains to the position for which you are applying</i>):</p> <p>_____</p> <p>_____</p>
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# Employment History

List all previous employers beginning with your present or most recent position. (Last 5 years is sufficient.)

Employer:	Supervisor's Name:
	Title:
Address:	Telephone
Position held:	Date Employed From (mm/dd)      To (mm/dd)
Specific Duties:	Salary:                      Part Time <input type="checkbox"/> Full Time <input type="checkbox"/>
	Reason for Leaving:
Employer:	Supervisor's Name:
	Title:
Address:	Telephone
Position held:	Date Employed From (mm/dd)      To (mm/dd)
Specific Duties:	Salary:                      Part Time <input type="checkbox"/> Full Time <input type="checkbox"/>
	Reason for Leaving:

Employer:	Supervisor's Name:
	Title:
Address:	Telephone
Position held:	Date Employed From (mm/dd) To (mm/dd)
Specific Duties:	Salary: Part Time <input type="checkbox"/> Full Time <input type="checkbox"/>
	Reason for Leaving:
Employer:	Supervisor's Name:
	Title:
Address:	Telephone
Position held:	Date Employed From (mm/dd) To (mm/dd)
Specific Duties:	Salary: Part Time <input type="checkbox"/> Full Time <input type="checkbox"/>
	Reason for Leaving:

## PERSONAL REFERENCES

List at least three current references capable of assessing your ability to perform the work for which you are applying

NAME	ADDRESS	OCCUPATION	PHONE
1.			
2.			
3.			

## CRIMINAL HISTORY BACKGROUND STATEMENT

PLEASE PRINT

STATE	DRIVERS LICENSE NUMBER	LAST NAME (LEGAL)	FIRST NAME (LEGAL)	M.I.	Date of Birth	Sex	Social Security Number
Street Address		City	State	Zip Code	Phone Number		

List Maiden / Other names you previously used \_\_\_\_\_

List Other States where you have resided as an adult (above 18 years of age) \_\_\_\_\_

# YOU MUST ANSWER YES OR NO TO EACH QUESTION BELOW

1. Have you ever been charged with, convicted, received withheld judgment or pled to any sex-related crime? If yes, was the conviction in Idaho or another state? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Has your record ever been expunged (had offenses removed) of a prior sex offense? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Have you ever been charged with, convicted, received withheld judgment or pled to a crime involving violence or the threat of violence? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Have you ever had a restraining order placed against you because of violence? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Have you ever been charged with, convicted, received withheld judgment or pled to a crime involving criminal activity in drugs? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Have you ever been charged with, convicted, received withheld judgment or pled to a crime involving alcoholic beverages, including DUI? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Have you ever been charged civilly for any drug related offense? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Have you ever been charged with, convicted, received withheld judgment or pled to any other crime except a minor traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Have you ever been arrested for a crime for which there has not been an acquittal or dismissal? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to any of the above questions, please provide details, if applicable. \_\_\_\_\_

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## PLEASE NOTE: ALL APPLICANTS MUST SIGN BELOW

I hereby certify that this application contains no misrepresentation or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

The Immigration and Reform Act of 1986 requires the District to verify that all new employees are eligible to work in the United States. Upon employment with the District, an individual will be required to provide appropriate documentation of both employment authorization and individual identity within the first three days of employment. This verification is a condition of employment.

As part of my application for employment, I hereby consent to and authorize the release of any and all information to Fruitland School District, which may be considered in evaluating my qualifications for employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Office Use*

*Lobby Guard Checked by* \_\_\_\_\_ *Date Checked* \_\_\_\_\_

*Idaho Repository Checked by* \_\_\_\_\_ *Date Checked* \_\_\_\_\_

# HEAVY AND LIGHT MAINTENANCE

Please answer the following questions for your area of interest

1. Why would you like to work for the Fruitland School District Maintenance Department and how would we benefit from your employment?

2. What kind of experience do you have in this field of work?

3. Provide us an example showing how you would work as a team member with fellow employees, teachers and students.

4. Are you willing to attend meetings and/or classes that are required to hold this position?

5. Are you available to work nights, if required by this position?

6. Compose a short paragraph stating what you believe to be one or two of the more important roles of the particular position for which you are applying.

7. Can you travel if required by this position?

8. How would you greet a customer?

9. Define in your own words "Teamwork".

10. If a customer asked you a question and you didn't know the answer, what would be your response?

# SECRETARIAL

Please answer the following questions for your area of interest

1. How would you handle an irate parent? In person? On the phone?

2. Tell us about yourself. How does your experience and training qualify you for this position?

3. Provide us an example showing how you would work as a team member with fellow employees, teachers and students.

4. Are you willing to attend meetings and/or classes that are required to hold this position?

5. Part of your responsibilities will be assisting the administrative team; in what ways can you anticipate their needs?

6. Compose a short paragraph stating what you believe to be one or two of the more important roles of the particular position for which you are applying.

7. How would you greet a customer?

8. Define in your own words "Teamwork".

9. If a customer asked you a question and you didn't know the answer, what would be your response?

# SUBSTITUTE TEACHER

Please answer the following questions for your area of interest

1. Have you ever applied for or held teacher certification in this state or any other state? If yes, please explain.

2. If you have substituted before, what position was it for?

3. When you are called at 6:45 in the morning to substitute for a classroom teacher that morning and school starts at 8:15, what time will you arrive at school?

4. When you are directing the class on an assignment and one of the students says, "This isn't the way we do it." How will you respond?

5. As you take charge of a classroom for an absent teacher, what are some of the duties you may encounter during the day?

6. If you have a problem with a student, how would you handle the situation?

7. After your day at school, you see a friend at the store. You had observed his/her child getting into trouble with a teacher that day, what would you say to your friend?

## ADDITIONAL CONSIDERATIONS (THESE QUESTIONS ARE OPTIONAL)

1. If you were called in to substitute for an aide, would you be willing to work with a special needs child? This might include diapering, toilet training, feeding or therapy?

2. Are you bilingual? What language(s) do you speak and how fluent are you?

# PARA PROFESSIONAL

Please answer the following questions for your area of interest

1. Have you worked as an educational paraprofessional before for another school district? What district?

2. If you have worked as a paraprofessional before, what were your duties?

3. What skills do you have that you feel would be beneficial to working in our school district?

4. This is the first day of work, what do you anticipate your duties will be in your new job?

5. As you are instructing a student in a one-on-one setting (student/para professional out of the classroom) and the student says to you, "I don't have to do what you say, my mom said," how will you respond?

6. If a student is injured on the playground, what would you anticipate your job to be if you were on playground duty?

7. After your day at school, you see a friend at the store. You had observed his/her child getting into trouble with a teacher that day, what would you say to your friend?

## ADDITIONAL CONSIDERATIONS (THESE QUESTIONS ARE OPTIONAL)

1. Would you feel comfortable working with a special needs child? This might include diapering, toilet training, feeding or therapy?

2. Are you bilingual? What language(s) do you speak and how fluent are you?



# NUTRITION SERVICES

Please answer the following questions for your area of interest

1. Explain how you would handle the situation of walking into the kitchen and you have just been informed that the power has been turned off for 5 hours and was just restored.

2. What kind of experience do you have in this field of work?

3. Provide us an example showing how you would work as a team member with fellow employees, teachers and students.

4. Are you willing to attend meetings and/or classes that are required to hold this position?

5. Are you available to work nights, if required by this position?

6. Compose a short paragraph stating what you believe to be one or two of the more important roles of the particular position for which you are applying.

7. What is a portion?

8. How would you greet a customer?

9. Define in your own words "Teamwork".

10. If a customer asked you a question and you didn't know the answer, what would be your response?

