

# CLASSIFIED EMPLOYEE APPLICATION

THE NORTH PLATTE PUBLIC SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, HANDICAP, RELIGION, OR MARITAL STATUS IN ITS EDUCATIONAL PROGRAMS, ACTIVITIES OR EMPLOYMENT POLICIES.

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
Last First Middle Initial

**Address** \_\_\_\_\_

**Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Phone (\_\_\_\_\_)** \_\_\_\_\_ - \_\_\_\_\_ **Email** \_\_\_\_\_

Please list any other name(s) (i.e. maiden name, etc.) references may know you by: \_\_\_\_\_

**POSITION(S) APPLIED FOR:** (Check all that apply) Mark in order of preference (1<sup>st</sup> choice 1, 2<sup>nd</sup> choice 2...)

<p><b>Paraprofessional: (9 months)</b></p> <p>_____ a) Classroom Aide</p> <p>_____ b) Library Media Paraprofessional</p> <p>_____ c) Health Paraprofessional</p> <p>_____ c) Classroom Paraprofessional Special Education – Mildly Handicapped</p> <p>_____ e) Classroom Paraprofessional Special Education – Multi-Handicapped (May require lifting)</p> <p>_____ f) Behavioral Disordered</p>	<p><b>Maintenance:</b></p> <p>_____ a) Custodian</p> <p>_____ b) District Maintenance (check skills below)</p> <p>_____ Plumber</p> <p>_____ Electrician</p> <p>_____ Carpenter</p> <p>_____ Mechanic</p> <p>_____ General</p> <p>_____ c) Summer help</p>
<p><b>Clerical:</b></p> <p>_____ a) Accounting</p> <p>_____ b) Secretarial</p> <p><i>Do you word process?</i> Yes No Approx. Speed _____ WPM</p>	<p>What computer programs are you most familiar with?</p> <p>_____</p> <p>_____</p> <p>_____</p>

**Have you ever been convicted of a felony?** No \_\_\_\_\_ Yes \_\_\_\_\_  
 If yes, please use the space below to explain or attach a statement of explanation on a separate sheet.

\_\_\_\_\_

\_\_\_\_\_

**EDUCATIONAL BACKGROUND:**

Level	Name of School, City and State	Attended Year to Year	Diploma/Degree Yes or No	Major Area of Study
High School		XXXXXXXX	Y N	
Business or Technical			Y N	
College or University			Y N	
Other Training			Y N	

**EXPERIENCES WORKING WITH YOUNG PEOPLE:**

List the experiences you have had working with young people on a volunteer or work basis. Examples would be tutoring, scouting, church groups, summer camp, swim instructor, etc.

NATURE OF THIS EXPERIENCE	LOCATION	APPROXIMATE DATES

**Employment Record**

Organization \_\_\_\_\_ Phone \_\_\_\_\_  
 Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Type of Work \_\_\_\_\_  
 Date Started \_\_\_\_\_ Date Left \_\_\_\_\_ Salary \_\_\_\_\_  
 Reason(s) you left \_\_\_\_\_  
 May we contact your present employer? Yes No

Organization \_\_\_\_\_ Phone \_\_\_\_\_  
 Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Type of Work \_\_\_\_\_  
 Date Started \_\_\_\_\_ Date Left \_\_\_\_\_ Salary \_\_\_\_\_  
 Reason(s) you left \_\_\_\_\_  
 May we contact your present employer? Yes No

Organization \_\_\_\_\_ Phone \_\_\_\_\_  
 Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Type of Work \_\_\_\_\_  
 Date Started \_\_\_\_\_ Date Left \_\_\_\_\_ Salary \_\_\_\_\_  
 Reason(s) you left \_\_\_\_\_  
 May we contact your present employer? Yes No

**PERSONAL REFERENCES:** (Not former employers or relatives)

	Name	Address	Phone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Do you have any relatives employed in the North Platte Public Schools? Yes No If yes, give name and relationship

I certify that answers given herein are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

Signature \_\_\_\_\_

# NORTH PLATTE PUBLIC SCHOOLS EMPLOYMENT INFORMATION

## WE ARE AN EQUAL OPPORTUNITY EMPLOYER

In compliance with Federal and State Equal Employment Opportunity laws, qualified applicants are considered for employment without regard to race, color, religion, sex, national origin, military status, age, marital status, or the presence of a non-job-related medical condition or handicap.

In order for us to comply with Federal/State Equal Opportunity Employment and legal requirements, please complete this form. NOTE: This information will remain confidential and is strictly on a voluntary basis. Any information provided, shall not affect your candidacy for a position with the North Platte Public Schools.

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POSITION APPLIED FOR \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
*Last First Middle (Maiden)*

ADDRESS \_\_\_\_\_  
*Street Number City State Zip*

Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Are you a U.S. Citizen? Yes No

If not, do you possess an alien (work) registration card? Yes No  
*(circle yes or no)*

Race/Ethnic Group: \_\_\_\_\_ White (Not of Hispanic Origin)  
\_\_\_\_\_ Black (Not of Hispanic Origin)  
\_\_\_\_\_ Hispanic  
\_\_\_\_\_ American Indian/Alaskan Native  
\_\_\_\_\_ Asian/Pacific Islander

Gender \_\_\_ Male \_\_\_ Female

Marital Status: \_\_\_ Single \_\_\_ Married  
Other (Explain): \_\_\_\_\_

Are you a Vietnam Era Veteran? YES NO

Are you a disable Veteran? YES NO

Are you handicapped or disabled? YES NO  
*(circle yes or no)*

Service: From \_\_\_\_\_ to \_\_\_\_\_

Disability Rate \_\_\_\_\_%

How were you referred to us:  
*(check all that apply)*

Self \_\_\_\_\_ Advertisement \_\_\_\_\_  
School \_\_\_\_\_ Nebraska Job Service \_\_\_\_\_  
Friend \_\_\_\_\_ Employment Agency \_\_\_\_\_  
Employee \_\_\_\_\_  
Other: \_\_\_\_\_

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Signature

