

# Application for Classified Personnel West Holt Public Schools

An Equal Opportunity/Affirmative Action Employer

1000. N. Main  
P.O. Box 457  
Atkinson, NE 68713  
Phone: (402) 925-2890  
Fax: (402) 925-2177

*Please type or print your responses in ink.*

## I. PERSONAL & CONTACT INFORMATION

Name \_\_\_\_\_  
*First Middle Last (Maiden)*

Present Address \_\_\_\_\_ Telephone \_\_\_\_\_  
*Street City State Zip Cell*

Permanent Address \_\_\_\_\_ Telephone \_\_\_\_\_  
*(If different from present address.) Street City State Zip*

E-mail address \_\_\_\_\_

Are you a former West Holt Public Schools employee? Yes or No? \_\_\_\_\_.

Date of separation \_\_\_\_\_

Date available to work with West Holt Public Schools \_\_\_\_\_

## II. EDUCATION

A. SECONDARY SCHOOL(S) ATTENDED and GED: Do you have a high school diploma or GED? \_\_\_\_\_

| Name of School | Grades Attended | Special Honors or Recognition |
|----------------|-----------------|-------------------------------|
|                |                 |                               |
|                |                 |                               |
|                |                 |                               |

B. COLLEGE or UNIVERSITIES ATTENDED and OTHER POST-SECONDARY EDUCATIONAL PROGRAMS

| Name of Institution (City, State) | Major | Hrs | Minor | Hrs | Year Graduated | Degree | GPA (4.0 scale) & Special Honors or Recognition |
|-----------------------------------|-------|-----|-------|-----|----------------|--------|---|
|                                   |       |     |       |     |                |        |   |
|                                   |       |     |       |     |                |        |   |
|                                   |       |     |       |     |                |        |   |

## III. WORK EXPERIENCE

Include all of your last five employers, and all employers for the last 15 years, starting with your current or most recent employer. Omission of prior employment or false reasons for leaving may be considered falsification of information.

| Start Date | End Date | Position (also state if full or part-time) | Duties | Name, Mailing Address and Telephone of Employer | Reason for Leaving |
|------------|----------|--|--------|---|--------------------|
|            |          |  |        |   |                    |
|            |          |  |        |   |                    |
|            |          |  |        |   |                    |
|            |          |  |        |   |                    |

**IV. SKILLS**

List technical skills, clerical skills, trade skills relevant to the Position(s) for which you have applied. Identify other credentials, licenses, professional affiliations, etc. relevant to the Position(s)

|   |
|---|
|   |
| <b>If required for the Position, do you have a valid driver's license? Yes or No? _____</b> |

**V. REFERENCES**

List names and addresses of persons who are qualified to answer questions concerning your fitness for the position you seek.

| Name | Relationship (e.g. supervisor, friend) | Contact Info: Telephone & Complete Mailing Address |
|------|--|--|
|      |  |  |
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**VI. QUESTIONS**

Directions: Please answer each of the questions below as best you can. If more space is needed please attach additional pages. If you are typing your answers, please respond to at least one question in your own handwriting.

**1. Eligibility for hire:**

●Are you currently employed? Yes or No? \_\_\_\_\_.

If yes, give name of employer & why do you wish to leave your current position?  
\_\_\_\_\_

●Are you eligible to work in the United States? Yes or No? \_\_\_\_\_.

●Are you 18 years of age or older? Yes or No? \_\_\_\_\_.

●Do you have any condition (physical, mental, or otherwise) which prevents you from performing the essential functions of any of the positions for which you have applied, with or without accommodation? (Note: regular, dependable attendance is an essential function of positions at West Holt Public Schools.) Yes or No? \_\_\_\_\_.

If yes, describe: \_\_\_\_\_

**2. Prior History:**

●Have you ever had failed or refused to fulfill a contract of employment with any employer? Yes or No? \_\_\_\_\_. If yes, describe: \_\_\_\_\_

●Have you ever had a certificate or license for work purposes denied or revoked? Yes or No? \_\_\_\_\_.

If yes, describe: \_\_\_\_\_

**3. Self-Evaluation:**

●Describe your employment strengths and abilities and personal characteristics which will apply to your position:  
\_\_\_\_\_

●Describe your weakness/areas in which you feel you need to improve: \_\_\_\_\_

●Describe your future plans and goals in employment & your plans for remaining at our school if hired:  
\_\_\_\_\_

**Note: School policy requires that a criminal history record information check be completed prior to employment.**

**VIII. VERIFICATION**

I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand it is my responsibility to immediately provide updated, correct information if any of the information changes at any time. I understand that any omission, falsification or misrepresentation made by me on this application or any supplement will be sufficient grounds for failure to employ me or for my discharge should I become employed with the school district. I understand that disclosure of social security number is optional. It will be used to conduct background checks for employment purposes and for personnel and payroll processing and required reporting if I am employed. I further understand that employment in a classified position would be on an at will basis, terminable at will.

\_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_

Legal Signature of Applicant

**It is the policy of West Holt Public Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions with West Holt Public Schools are asked to make their request to the Superintendent.**