



DESMET INDEPENDENT SCHOOL DISTRICT
Application for Employment

PLEASE TYPE OR PRINT CLEARLY USING A PEN

Today's Date: _____

Name: _____

Address: _____

Previous Name/s: _____

Home Phone No: _____

Cell Phone No: _____

E-mail: _____

Date Available for Work: _____

Please answer the following questions:

1. Do you have the legal right to work in the United States?
_____ Yes _____ No

2. Do you have a high school diploma or passing score on the general education development assessment?
_____ Yes _____ No

3. Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying? (Please review job description attached as Exhibit A)
_____ Yes _____ No

4. Have you ever been released or discharged from employment or resigned to avoid such release or discharge?
_____ Yes _____ No

If yes, please explain. Include date of discharge or resignation and reason for discharge or resignation:

5. I hereby certify that (check the applicable box and provide the information requested). *(Please note that DeSmet Elementary 8/2021*

answers to this question may not necessarily disqualify an applicant from consideration for employment):

I have not pleaded guilty to, nor have I been convicted of any violation of criminal law (minor traffic offenses excepted).

I have pleaded guilty to or I have been convicted of at least one violation of criminal law, including criminal convictions resulting from a deferred sentence or a plea of nolo contendere/no contest (minor traffic offenses excepted).

*Please attach and sign a complete description of the circumstances surrounding all convictions.

EMPLOYMENT RECORD:

List your employment, with your most recent employment first. Describe your employment history, accounting for the last 5 positions held. You may include volunteer and paid experience. DO NOT substitute a resume. You may attach additional information.

Most Recent Employer:			
Position:		# Yrs In Position:	
Address:			
Contact Person:		Title:	Telephone:
Years Employed:		TO	
Highest Salary:	\$		
Reasons for Leaving:			

Past Employer:			
Position:		# Yrs In Position:	
Address:			
Contact Person:		Title:	Telephone:
Highest Salary:	\$		
Reasons for Leaving:			

Past Employer:	_____		
Position:	_____	# Yrs In Position:	
Address:	_____		
Contact Person:	_____	Title:	_____ Telephone: _____
Highest Salary:	\$ _____		
Reasons for Leaving:	_____		

Past Employer:	_____		
Position:	_____	# Yrs In Position:	
Address:	_____		
Contact Person:	_____	Title:	_____ Telephone: _____
Highest Salary:	\$ _____		
Reasons for Leaving:	_____		

Past Employer:	_____		
Position:	_____	# Yrs In Position:	
Address:	_____		
Contact Person:	_____	Title:	_____ Telephone: _____
Highest Salary:	\$ _____		
Reasons for Leaving:	_____		

REFERENCES

Please list current information for three references below.

<u>Name</u>	<u>Title</u>	<u>E-Mail Address</u>	<u>Phone (home and work)</u>
<u>1.</u>			
<u>2.</u>			
<u>3.</u>			

EDUCATION HISTORY

Highest Degree Earned: _____

List from most recent to least recent attendance

<u>Institution</u>	<u>Location</u>	<u>Degree</u>	<u>Year</u>
<u>1.</u>			
<u>2.</u>			
<u>3.</u>			
<u>4.</u>			

Equal Opportunity Employer

Each participating school district prohibits discrimination against or harassment of any person employed by or seeking employment with the school district because of race, religion, color, sex, national origin or because of age, physical or mental disability, or genetic information, when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or gender distinction. People of disability may request reasonable accommodation in the hiring process by contacting the school district personnel office.

Drug Free/Tobacco Free Policies

The school district is a drug free, tobacco free school and, as such, requires all employees to adhere to specific drug free, tobacco free policies.

I certify that all statements and information provided within this application and its attachments, if any, are true and complete. I understand that omission or misrepresentation of a material fact, or altering this application form, may result in refusal of my application by the District, nullification of a possible offer of employment or termination from employment should the District make an offer of employment to me and later discover any such omission or misrepresentation. By signing below, I agree that any misrepresentation, omission of information or alteration of this application form constitutes good cause for termination from employment should the District make an offer of employment to me and later discover such omission or misrepresentation.

Applicant Signature*

Date

***All Applications MUST be signed.**

