

Platte County School District Number Two

555 S. Wyoming Ave.

Guernsey, WY 82214

Support Staff Application For Employment

PERSONAL INFORMATION				DATE _____	
Name					
	Last	First	Middle	Social Security Number	
Present Address					
	Street	City	State	Zip	
Mailing Address					
	Street	City	State	Zip	
Phone No.					
If related to anyone in our employ, state name and department:				Referred by:	

TYPE OF POSITION DESIRED Paraeducator Secretary Other _____
 Cafeteria Custodian Bus Driver Business Office _____

Would you: 1) accept part-time employment? yes no
 2) be willing to substitute in the areas checked? yes no
 3) be willing to work days evenings nights weekends

Date You can begin _____ Salary desired _____

EDUCATION	Name and Location of School	Years attended	Date Graduated	Subjects studied
High School				
College				
Other				

SPECIAL QUALIFICATIONS: Please describe special training, experiences, or skills which you feel would especially qualify you for the position(s) for which you are applying. _____

REFERENCES Please list three references, other than relatives, whom you have known at least one year.

Name	Address and Telephone No.	Business/Occupation	Years Acquainted

EMPLOYMENT HISTORY List your most recent position first. (please do not use “refer to resume”).

Employer	Work Performed	
Address	Telephone	
Job Title		
Employment Dates – From:	To:	
Supervisor	May we contact this employer? Yes No	
Reason for Leaving		

Employer	Work Performed	
Address	Telephone	
Job Title		
Employment Dates – From:	To:	
Supervisor	May we contact this employer? Yes No	
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Job Title		
Employment Dates – From:	To:	
Supervisor	May we contact this employer? Yes No	
Reason for Leaving		

PERSONAL DATA

Present Position: _____ Present Salary: \$ _____

Why do you wish to leave your present position? _____

During the past three years, approximately how many days have you been absent from work or school because of accident or illness unrelated to a physical or mental disability or handicap? _____

Pursuant to the provisions of W.S. §21-7-401, any employee who is to be hired by the Board of Trustees on or after July 1, 1996, who may have access to minors is required to submit to fingerprinting and provide such other information as is necessary for the School District to acquire a national criminal history background check. The following information must be provided in accordance with these requirements.

1. Do you consent to provide the appropriate fingerprinting and other information for Platte County School District No. Two to conduct a criminal background check? YES NO

2. Have you ever been convicted of or pled nolo contendere to or otherwise received a deferred sentence in consideration of fulfilling the terms of probation as to any felony or any crime other than minor traffic violations including, but not limited to, child abuse or neglect or any crime relating to sexual abuse of a minor? YES NO

If yes, please explain: _____

3. Will you consent to the release of any and all information or records maintained by the Wyoming Department of Family Services concerning you and sign the appropriate release? YES NO

FOR BUS DRIVERS AND DESIGNATED APPLICANTS

Wyoming License Number _____ Class A__ B__ C__ D__ Expiration Date _____

Date of Driver Physical _____ Doctor _____

Traffic Violations and forfeitures for the past 3 years (other than parking violations):

Location	Date	Charge	Penalty

A. Have you ever been denied a license, permit or privilege to operate a motor vehicle? YES NO

B. Has any license, permit or privilege ever been suspended or revoked? YES NO

If the answer to either A or B above is yes, attach a statement giving details.

Have you been involved in a reportable accident in the past five years? YES NO

If yes, please explain: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I, the undersigned applicant/employee, hereby expressly authorize Platte County School District #2, its Superintendent, Principals, Agents, Employees and other Authorized Representatives thereof to make any inquiries of checks into my background including, but not limited to, investigation of my personal or employment history and/or any Federal and/or State Criminal, Law Enforcement, or Traffic Records. I specifically authorize those persons who have access to such information to make copies of all prior personal and employment history records of any and all law enforcement agencies, courts, and social service agencies. I further authorize representatives of any agency contacted by agents or representatives of Platte County School District #2 to release and make copies of such records in connection with my application for employment with Platte County School District #2. I further authorize any former employer, person, firm, corporation, credit agency, administrative body, or governmental or law enforcement agency, Department of Family Services, Department of Criminal Investigation, or other entity to give to said School District, as set forth above, any information, oral or written, they may have regarding me. In consideration of the review of my employment application by said School District and its authorized agents as set forth above, I do hereby release and agree to hold harmless Platte County School District #2, and any person, entity, or agency providing them with information, from any liability or claims, resulting from the release of the information. An investigative consumer report concerning my credit history may be requested as part of the employment process.

Applicant's Signature

GENERAL INFORMATION

If necessary for employment in a specific position, you may be required to have a physical examination, have a drug screen, and/or provide evidence of citizenship.

Incomplete or late applications will be considered only at the discretion of District Administrators.

A personal interview may be required for employment. Interviews are generally arranged by invitation of the appropriate principal or supervisor. Interview expenses are the candidate's responsibility.

Applications should be submitted to:

Superintendent of Schools
Platte County School District #2
PO Box 189
555 South Wyoming Avenue
Guernsey, WY 82214

This application will be kept active for one (1) year. Each time a new position opens up in which you are interested and for which you desire to be considered, you must notify the School District of your intent to reactivate your application. If more than one year has passed, you need to submit a new application.

All support staff employed by Platte County School District #2 are required to be familiar with and comply with the policies of Platte County School District #2. A copy of the policy manual is available in the individual school buildings and/or the central administration office.

APPLICANT STATEMENT

I certify that the answers given in the application are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge.

Date

Applicant's Signature

Platte County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans With Disabilities Act (ADA) may be referred to PCSD#2 Personnel, David Barker (Title VI, IX), Diana Griffith (Section 504), or Kari Young (ADA) or to the Wyoming Department of Education, Office for Civil Rights, Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050 or (307) 777-6198, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 82024-3582, or (303) 844-5695 or TDD (303) 844-3417. This publication will be provided in an alternative format upon request.