



District OR-1 Home of the Panthers!



Application for Classified Personnel
District OR-1 Public Schools
 An Equal Opportunity/Affirmative Action Employer
 425 F. Street Palmyra, NE 68418
 Phone: (402) 780-5327 Fax: 402- 303-4008

It is the policy of District OR-1 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 District OR-1 Public Schools are asked to make their request to the Superintendent.

POSITION APPLYING FOR: _____ **DATE:** _____

CONTACT INFORMATION:

Name: _____
 First *Middle* *Last*

Address: _____ Telephone () _____
 Street *City* *State* *Zip*

E-mail address: _____

EDUCATIONAL PREPARATION:

High School Graduated From: _____

College or University: _____

Number of College Hours Earned: _____

Degree: _____

WORK EXPERIENCE:

Include all of your last four employers, 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	Duties	Name, and Telephone of Employer	Reason for Leaving

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)

If required for the position, do you have a valid driver's license? **Yes** **No**



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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

VETERAN PREFERENCE

If you wish to be considered for a Veterans Preference please indicate Yes No, and submit the appropriate documentation with your application. Note: This section is optional; you need to request a Veterans Preference even if you are eligible, and if you do not request the preference, you need not submit information about your veteran status.

1. Applicant Veteran? Yes No. If yes, submit DD Form 214.
2. Disabled Veteran? Yes No. If yes, submit DD Form 214 and Veteran's disability verification.
3. Spouse of 100% Disabled Veteran? Yes No. If yes, submit DD Form 214, veteran's disability verification and proof of marriage.
4. Spouse of Veteran on active duty at this time or within 180 days of the spouse's discharge or separation of service.
 Yes No.

QUESTIONS:

Directions: Please answer each of the questions below as best you can. If more space is needed, please attach additional pages.

Eligibility for hire:

- Are you currently employed? Yes No.
If yes, why do you wish to leave your current position? _____

- 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 classified positions at District OR-1).
 Yes No. If yes, describe: _____

Interest in District OR-1:

- Why do you want to be employed at District OR-1? _____

- What experiences have you had with District OR-1 or the communities of Palmyra and Bennet? _____

Application Questions:

- Describe the professional strengths and personal characteristics you possess and explain how these traits will help you be successful in this position:

- Describe how you will connect positively with students and staff:



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- Describe your future plans and goals in employment and your plans for remaining at our school if hired:

PERSONAL DISCLOSURE:

Respond to EACH item. If there is no response to any item, or if the required attachments do not accompany your application, your application WILL BE REMOVED FROM CONSIDERATION. Information provided in this disclosure will not automatically bar you from employment but will be considered in view of all relevant circumstances.

1. Have you ever received a ticket, been charged with an offense, been arrested or been convicted for a criminal offense relating to sexual or physical abuse?
Yes ___ No ___

2. If you answered "Yes" to Question #1 above, you must explain each situation including location(s), date(s), agency(ies) involved, and the outcome of the each ticket, charge, or arrest (use an attachment if needed);

3. Have you ever had any license, permit, or certificate terminated, revoked, suspended, received a private or public reprimand or admonishment from a licensing agency or been subject to a judicial restraining or contempt order?
Yes ___ No ___

4. If you answered "Yes" to Question #3 above, you must attach an explanation of each situation including location(s), date(s), agency(ies) involved, and the outcome of each situation (use an attachment if needed);

5. Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from employment?
Yes ___ No ___

6. If you answered "Yes" to Question #5 above, you must explain each situation including the name of the employer(s), the date(s) and reason(s) for the resignation or termination.

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

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.

Legal Signature of Applicant

Date