

Hettinger Public School District
APPLICATION FOR EMPLOYMENT
PARAPROFESSIONAL PERSONNEL

HPS is an equal employment opportunity and does not discriminate against applicants or employees because of race, color, national origin, sex, age, religion, or disability status of otherwise qualified individuals. HPS does not discriminate on the basis of membership or application for membership in the uniformed services.

Social Security No. _____

Date of Application _____ **Date Available** _____

Are you lawfully authorized to work in the United States? Yes No U.S.

Citizen Yes No

If employed, you will be required to provide proof of your legal eligibility to work.

PERSONAL INFORMATION

Name (Last First Middle)	
Present Address:	
City , State, Zip Code	
Home Phone: ()	Cell Phone: ()
E-Mail Address:	

SPECIAL AREAS OF EXPERIENCE/INTEREST OFFICE/COMPUTER SKILLS

- Accounting Elementary Level Database
- Bilingual/ESL Secondary Level Data Entry
- Cafeteria Monitor Spreadsheet
- Experience with disabled students Word Processing
- Special Education Oracle
- Materials Center
- Library
- Other:

ADDITIONAL JOB SKILLS

List any special skills, certification, or licensure that will assist you in performing the job for which you are applying: _____

Are you able to perform the functions of the job for which you are applying as described or demonstrated to you or as listed on the job description if one has been provided to you with or without any accommodation? Yes No

EDUCATION

Type	Name / Location of School	# of Years	Graduate?	Degree
High School				
College				
Other				

EMPLOYMENT HISTORY

List below all previous employment, starting with the current or most recent employment first.

Date (Month/Year)	Employer's Name	Position/Brief Description of Work	Salary/ Rate of Pay	Reason for Leaving
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REFERENCES

Applicants must furnish at least three references. Applicants with teaching and/or school-related experience should include superintendents, principals and teacher as references. Please do not list relatives. Give full names, including Mr., Mrs., or Dr., and information about how to contact the individual.

Full Name of Reference	Position / Place of Employment	Telephone including area code

HPS interprets the Open Records Law to read as follows: (1) an employee will not be given the opportunity to see written references or recommendations; (2) pre-employment references or recommendations will not be considered part of the employee's personnel file.

MISCELLANEOUS

Have you ever been convicted of a crime or received deferred adjudication, probation or other deferred ruling for any crime (excluding minor traffic violations)? Yes No

If yes, provide complete details, including the date of conviction and incarceration, if any, and disposition, including any suspended sentence, fine, probation, deferred adjudication, or similar disposition. Conviction of a crime is not an absolute bar to employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, will be considered in relation to specific job requirements. HPS conducts a criminal history check on all applicants for hire. Failure to fully disclose your criminal history, if any, will preclude further consideration of your application for employment. *(attach additional page if necessary)*

Applicant Statement

I certify that the information contained in this application is true and complete. I understand that any misstatement, omission, falsification, or misrepresentation of fact in this application may disqualify me from consideration for employment or, if I am hired, may result in disciplinary action up to and including discharge from employment.

I authorize the Hettinger Public School District ("HPS") in order to evaluate me for employment purposes, to contact any or all of my previous employers, references, and educational institutions, and otherwise to investigate fully my suitability for employment, character, general reputation, personal characteristics, mode of living, work habits, skills, and/or abilities, including contacting a credit bureau, credit agency, or other consumer reporting agency of its choice. I understand that HPS may conduct a criminal background check in connection with its consideration of me for employment. I also understand that certain reports that HPS receives as a result of its investigation may be "consumer reports" or "investigative consumer reports" and that I may be entitled under federal law to make a written request to receive disclosure of the nature and scope of certain aspects of HPS's investigation. I understand that the results of any such investigation may be disclosed to HPS personnel involved in the employment decision, and I consent to such disclosure.

In connection with and in consideration of the undertaking of HPS to review this application for employment and to consider me for hire, I hereby release and acquit HPS and its employees and agents from any and all liability for damage of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with that authorization.

I further acknowledge and agree that this employment application is not a contract or a legal guarantee of permanent employment. If hired by HPS, I understand that any such employment is at will, is not for any specific term, and may and can be terminated at any time, with or without advance notice, and with or without cause, at the option of HPS or myself.

I hire, I agree to comply with all rules, regulation, and operating procedures established by HPS.

I acknowledge receipt of my personal copy of the "Applicant Statement" and "Information to Applicants".

I have read in full and understand the above statements and conditions of employment.

SIGNED: _____ DATE: _____

This application will remain under consideration for 12 months from the date of submission. At the conclusion of that period, if you still wish to be considered for employment, you should reapply by completing a new application for employment