

TODAY'S DATE _____

CLASSIFIED APPLICATION

**Joliet Public Schools
P.O. Box 590
300 North Park Street
Joliet, Montana 59041**

For District Use Only

**AN EQUAL OPPORTUNITY EMPLOYER
THAT ENCOURAGES APPLICATIONS
FROM ALL PERSONS REGARDLESS OF
RACE, RELIGION, SEX, AGE, NATIONAL
ORIGIN, OR HANDICAP.**

Date of Interview _____
Interviewed by _____
Rejection letter sent _____
Phone call placed for rejection or hire _____
Position for which hired _____
Hours _____ Salary \$ _____
Date of Hire _____

APPLICATION OF:

Mr./Mrs./Ms. _____

Present Address _____
Street City State Zip Code

Cell Phone _____ Telephone _____

Social Security Number _____

PLEASE INDICATE AREAS IN WHICH YOU SEEK EMPLOYMENT:

Instructional Aide – Secretary – Custodian – Noon Duty Aide – Lunchroom – Bus Driver

1st Preference

2nd Preference

3rd Preference

COMPLETED EDUCATION:

Name and Location of School	Degree or Diploma	Date Graduated	Pertinent Course Work
High School			
College/University			
Trade, Business, Correspondence School - GED			

WORK EXPERIENCE:

Current Employer	Supervisor	Duties	From Mo. Yr.	To Mo. Yr.
Name				
Address				
City, State, Zip				
Former Employers Begin with most recent	Supervisor	Duties	From Mo. Yr.	To Mo. Yr.
Name				
Address				
City, State, Zip				
Name				
Address				
City, State, Zip				
Name				
Address				
City, State, Zip				

PERSONAL REFERENCES (OTHER THAN RELATIVES & FORMER EMPLOYERS):

Name	Address	City, State, Zip	Telephone

SKILLS:

SKILL	TRAINING	EXPERIENCE
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Adding Machine		
Bookkeeping		
Calculator		
Collator – Copier		
Computers		
Custodial		
Electronics		
Food Service		
Gestetner		
Typewriter (Electric)		
Typing – WPM		
Other		
Other		

SPECIAL QUALIFICATIONS:

What special work experience, training, or other qualifications do you have which you feel will make you successful in the job you are seeking?

Indicate experience which would be of value to you in working with children.

I hereby authorize JOLIET PUBLIC SCHOOLS to inquire as to my record with any or all of my former and/or current employers or references with no liability arising there from. I hereby guarantee the correctness of the above statements. The making of any false statement herein will be sufficient cause for dismissal. I also authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal.

Signature _____ Date _____

PERSONAL DATA: (OPTIONAL)

Birth Date _____ Height _____ Weight _____
 Month Day Year

General health for past two years (Check one) Good _____ Fair _____

Are you a handicapped or disabled citizen? Yes _____ No _____

If "Yes", please list any physical limitations that should be considered in job placement.

If applying for a position that involves working with children, please complete the following section:

Have you within the past seven (7) years been released from prison or been convicted of any offense that involves any form of violence, such as assault, rape, child abuse, child molesting, extortion, blackmail, coercion, or any crime which involved drugs? If yes, explain nature of crime, place, and date.

If applying for a position that involves handling of money or school district property, please complete the following section:

Have you within the past seven (7) years been released from prison or been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail, or coercion? If yes, please explain nature of crime, place, and date.

Are you a veteran? _____ Date of Service _____ Military Duties _____

Do you have a driver's license? _____ Do you have a chauffeur's license? _____

When are you available for work? _____ Do you desire full-time work? _____

Will you accept night work? _____ Do you wish seasonal or permanent employment? _____

Are you interested in substitute employment? _____

If so, you should request a substitute form from the office.