

APPLICATION FOR EMPLOYMENT / PART-TIME (NON-CONTRACT) CLASSIFIED

CHECK THE ASSISTANT POSITIONS YOU ARE INTERESTED IN:

- | | | | |
|-------------------------------------|---|--|-------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Office | <input type="checkbox"/> Special Ed | <input type="checkbox"/> Playground |
| <input type="checkbox"/> Title I | <input type="checkbox"/> Media | <input type="checkbox"/> Bus Attendant | <input type="checkbox"/> ALS |
| <input type="checkbox"/> Pre-school | <input type="checkbox"/> Computer | <input type="checkbox"/> Student Intervention Services | |
| | <input type="checkbox"/> Custodial p.m. | <input type="checkbox"/> Other: _____ | |

NUTRITION SERVICES: Nutrition Service Worker Sub Nutrition Worker Brk/Noon Asst. Meal Clerk

For Title I schools only:

Are you "Highly Qualified"? If yes, check which option you qualify under. Yes No

- *Option A: Completed an Associates (or higher) degree
- *Option B: Completed 2 years (48 semester hours) at an institution of higher education.
- Option C: Passed the ParaPro Assessment test

***Transcripts or Diploma must be submitted at interview and upon hire.**

Area Preference:

- | | |
|--|---|
| <input type="checkbox"/> Copper Hills K-12 Feeder System | <input type="checkbox"/> West Jordan K-12 Feeder System |
| <input type="checkbox"/> Bingham K-12 Feeder System | <input type="checkbox"/> Herriman K-12 Feeder System |
| <input type="checkbox"/> Riverton K-12 Feeder System | |

1. Name _____ Email Address _____

2. Address _____
Street City State Zip

3. Telephone: Home _____ Work _____ Cell _____

4. Educational Training:

| Level of Education | School/University | State | Degree/Course | Graduated | |
|--------------------|-------------------|-------|------------------|-----------|----|
| | | | | Yes | No |
| High School | | | Diploma Required | | |
| University/College | | | | | |
| Trade School | | | | | |
| Other | | | | | |

5. Have you ever:

- a. been convicted of a violation of law other than a minor traffic violation?Yes No
 - b. pleaded guilty and had your guilty plea held in abeyance in a criminal proceeding?Yes No
 - c. been placed on probation in conjunction with a criminal charge or conviction?Yes No
- If you have answered yes to any of the above, provide a statement explaining the circumstances.*

6. Are any criminal charges or proceedings pending against you?Yes No
If you have answered yes, provide a statement explaining the circumstances.

7. Have you ever worked for a school district? Yes No If so, where? _____

8. Do you have relatives who work for Jordan School District? Yes No If so, who? _____

9. Have you ever worked with children? Yes No If so, in what capacity? _____

10. **Skills:** Check the areas where you can demonstrate ability:

- | | | |
|--|--|---|
| <input type="checkbox"/> Filing | <input type="checkbox"/> Library | <input type="checkbox"/> Typing _____ wpm |
| <input type="checkbox"/> Receptionist | <input type="checkbox"/> Computers | <input type="checkbox"/> Bookkeeping |
| <input type="checkbox"/> Office Machines | <input type="checkbox"/> Other (specify) _____ | |

11. Indicate any languages other than English that you can speak, read, and/or write:

| | Fluent | Good | Fair |
|-------|--------|------|------|
| Speak | | | |
| Read | | | |
| Write | | | |

12. Are you a sign language interpreter? Yes No What is your certification level? _____

13. **WORK EXPERIENCE:**

Are you presently employed? Yes No Current Employer _____

Dates of employment. From _____ To _____

Job Duties? _____

Name of Supervisor(s) _____ Phone # _____

14. **PREVIOUS EMPLOYMENT** – (Employers with whom you have had training or experience):

| Name of Employer | Work Performed | Supervisor | Dates of Employment | Telephone # |
|------------------|----------------|------------|---------------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

15. List three references who know your professional ability and personal character (do not include relatives):

| Name | Address | Position | Telephone # |
|------|---------|----------|-------------|
| | | | |
| | | | |
| | | | |

16. Have you previously retired from the Utah State Retirement System? Yes No

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

Proof of work authorization must be submitted upon hire. If you do not have a current work authorization, employment will not be continued.

Agreement: I certify that the information I have provided is correct and complete to the best of my knowledge. I understand that providing false or misleading information on this or other employment documents, including health insurance applications, will disqualify my application and provide sufficient grounds for my dismissal should I be hired.

For part-time positions only: I understand and agree that if employed as a part-time employee, the employment will be "at will". That is, either I or Jordan School District may end the employment relationship at any time, for any reason, or for no reason.

I hereby authorize Jordan School District to conduct an investigation of my background, including a criminal background check, and authorize release of information in connection with this application by former employers and supervisors. I further agree to indemnify and hold harmless these former employers and supervisors for any action initiated in conjunction with their release of this information.

Signature of Applicant

Date

JORDAN SCHOOL DISTRICT is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical condition, or handicap. Inquiries regarding Jordan School District's hiring practices may be addressed to: Human Resource Compliance Officer, Jordan School District, 7387 S. Campus View Dr., West Jordan 84084-5500. Telephone (801) 567-8363

PLEASE NOTE: THIS APPLICATION MUST BE RENEWED QUARTERLY