

Miscellaneous Classified/Licensed
 (Including Paraprofessional Coach/Advisors & Certified Hourly Teachers)
Application for Employment / Hire Form

To be completed by Human Resources:

Checklist of Necessary Documents

- Signed Application/Hire Form Social Security Card W-4 Form Direct Deposit Form
 Employment Eligibility Verification Form Driver License (if available) or Photo ID (ages 14-16) Fingerprints

Schedule _____ Lane _____ Step _____ Hourly Rate: \$ _____ Hours per Day _____ Week _____ Month _____

To be completed by School:

School or Department _____ Approx. Beginning Date: _____

Position (please specify):

- Custodial Serv.: Sweeper: _____ Custodian: _____ Substitute Adult Night Supervisor
 Schools: Assistant: _____ Computer Aide(work release) South Valley Student Trainee
 Stage Crew Score Keeper/Ticket Taker Coach/Advisor: _____
 Certified Hourly Teacher (must also submit a Certified Hourly Teaching Authorization)
 Maintenance: Summer Maint. _____ Other: _____
 Misc.: Alarm Responder Other: _____

Principal or Supervisor Signature _____ Date _____

Director / Program Administrator Signature _____ Date _____

Fund	Location	Year	Program	Function	Object	FTE	Amount

To be completed by Applicant:

1. Name: _____
 2. Address: _____ City _____ State _____ Zip _____
 3. Phone: Home (____) ____-____ Cell/Work (____) ____-____ E-mail address _____
 4. Emergency Contact: _____ Phone No.: (____) ____-____
 5. Have you ever worked for a school district? No Yes, District: _____
 6. Do you have relatives who work for Jordan School District? No Yes, name of relative: _____
 7. Have you retired from the Utah State Retirement System or Jordan School District? No Yes

8. Have you ever:
 a. been convicted of a violation of law other than a minor traffic violation?..... No Yes
 b. pled guilty and had your guilty plea held in abeyance in a criminal proceeding?..... No Yes
 c. been placed on probation in conjunction with a criminal charge or conviction?..... No Yes
If you have answered yes to any of the above, provide a statement explaining the circumstances.
 9. Are any criminal charges or proceedings pending against you?..... No Yes
If you have answered yes, provide a statement explaining the circumstances.
 10. Do you have the legal right to work in the United States?..... No Yes
 Proof of work authorization must be submitted upon hire. If you do not have a current work authorization, employment will not be continued.

Educational Training:

11. Are you currently a student in Jordan School District? No Yes, present school: _____

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

Hourly Teaching Applicants Only:

12. Teaching Experience:

- a. Are you currently licensed? Yes No - If yes, list your current license and any endorsements _____
- b. Do you have any licensed teaching experience? Yes No - If yes, where? _____
What subjects have you taught? _____
- c. Supervisor's Name: _____ Phone # _____

13. Previous Employment (Employers with whom you have had training or experience):

Name of Employer	Dates of Empl.	Job Title	Supervisor	Phone #

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

Name	Address	Relationship	Phone #

Paraprofessional Coach/Advisor Applicants Only:

15. Select the areas in which you are interested:

- Baseball Cheerleading Football Softball Track B,G Other: _____
- Basketball B,G Debate Golf Swimming B,G Volleyball Other: _____
- Cross-country B,G Drill Team Soccer B,G Tennis B,G Wrestling Other: _____

16. Select the High Schools in which you are interested:

- Bingham High (704) Copper Hills High (703) Herriman High (707) Riverton High (710) West Jordan High (718)

- 17. Are you licensed/endorsed to coach? No Yes, degree: _____
- 18. Have you had ASEP Coach's training? No Yes, date: _____ Other training: _____
- 19. Do you have current CPR training? No Yes, date: _____

Section 20 -- 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 will disqualify my application and provide sufficient grounds for my dismissal should I be hired.

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.

I understand and agree that if employed as a Miscellaneous / Intermittent / 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.

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 Drive, West Jordan, Utah 84084. Telephone: 801-567-8150.

PLEASE NOTE: THIS APPLICATION MUST BE RENEWED AFTER A BREAK IN SERVICE