



WEISER SCHOOL DISTRICT #431

Application for Classified Position

WEISER SCHOOLS
 High Achievement,
 Responsible Citizenship

Weiser School District #431 is an equal opportunity employer/educator with a drug, alcohol and tobacco free environment. Discrimination based on race, color, religion, sex, age, disability, national origin, financial ability, parental status or marital status does not exist in the District. Equal access to employment services, and programs is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the organization. Questions or complaints should be addressed to the District Office.

EMPLOYMENT DESIRED

| | | | |
|---|--|---|--|
| Position(s) you are applying for? | | <input type="checkbox"/> Full-time AND/OR <input type="checkbox"/> Part-time | |
| Date you are available to start work: | | If Part-time, hours per week desired: | |
| Are you able to meet the attendance requirements? Y or N | | Hours you are available to work: | |
| Hourly rate of pay or monthly salary desired: | | | |

PERSONAL INFORMATION

| | | | |
|--|------------------------|-------------------------------|------------------|
| First Name | Middle Name | Last Name | Other Last Names |
| Street Address | | City | State Zip |
| Home Phone Number | Social Security Number | E-mail Address | |
| Name of Person to Contact if You Are Unavailable | | Contact Person's Phone Number | |

OPTIONAL *Emergency Purposes Only*.....Please provide Name, Address & Phone Number of Nearest Relative (not living with you):

EDUCATIONAL BACKGROUND

High School Graduate ___ Yes ___ No GED ___ Yes ___ No

POST SECONDARY EDUCATION

| Name of School, College or University | Total No. of Hours | Type of Training or Major | Type of Certificate or Degree Received |
|---------------------------------------|--------------------|---------------------------|--|
| | | | |
| | | | |
| | | | |



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SPECIAL SKILLS & LICENSES

Complete if applicable to the position for which you are applying.

| | | |
|--|---|--|
| Typing: _____ 10 Key: _____ Computer Skills: _____ Driver's License: _____ Bilingual Language: _____ | WPM _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No | Other Certificates or Licenses: _____ List Additional Skills and/or Specialized Training (<i>especially if it pertains to the position for which you are applying</i>): _____ _____ _____ |
|--|---|--|

EMPLOYMENT HISTORY

List all previous employers beginning with your present or most recent position. (Last 5 years is sufficient)

| | |
|------------------|---|
| Employer: | Supervisor's Name: |
| Address: | Title: |
| Position held: | Telephone: |
| Specific Duties: | Date Employed From (mo/yr): |
| | Date Employed To (mo/yr): |
| | Salary: _____ Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> |
| | Reason for leaving: _____ |
| Employer: | Supervisor's Name: |
| Address: | Title: |
| Position held: | Telephone: |
| Specific Duties: | Date Employed From (mo/yr): |
| | Date Employed To (mo/yr): |
| | Salary: _____ Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> |
| | Reason for leaving: _____ |
| Employer: | Supervisor's Name: |
| Address: | Title: |
| Position held: | Telephone: |
| Specific Duties: | Date Employed From (mo/yr): |
| | Date Employed To (mo/yr): |
| | Salary: _____ Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> |
| | Reason for leaving: _____ |
| Employer: | Supervisor's Name: |
| Address: | Title: |
| Position held: | Telephone: |
| Specific Duties: | Date Employed From (mo/yr): |
| | Date Employed To (mo/yr): |
| | Salary: _____ Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> |
| | Reason for leaving: _____ |

PERSONAL REFERENCES

List at least three current references capable of assessing your ability to perform the work for which you are applying

| Name | Address | Occupation | Phone |
|------|---------|------------|-------|
| 1. | | | |
| 2. | | | |
| 3. | | | |



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CRIMINAL HISTORY BACKGROUND STATEMENT

PLEASE PRINT

| | | | | | | | |
|----------------|-----------------------|-----------|------------|-------------|-------------------|-----|------------------------|
| State | Driver License Number | Last Name | First Name | Middle Init | Date of Birth | Sex | Social Security Number |
| | | | | | | | |
| Street Address | | City | State | Zip | Home Phone Number | | |
| | | | | | | | |

List maiden/other names previously used _____

List other states where you have resided as an adults (above 18 years of age) _____

YOU MUST CHECK YES OR NO TO EACH QUESTION BELOW

1. Have you ever been convicted of a sex-related crime? If yes, was the conviction in Idaho or another state? Yes No
2. Has your record ever expunged (had offenses removed) of a prior sex offense? Yes No
3. Have you ever been convicted of a crime involving violence or the threat of violence? Yes No
4. Have you ever had a restraining order placed against you because of violence? Yes No
5. Have you ever been convicted of a crime involving criminal activity in drugs? Yes No
6. Have you ever been convicted of a crime involving alcoholic beverages, including DUI? Yes No
7. Have you ever been charged civilly for any drug related offense? Yes No
8. Have you ever been convicted of any other crime except a minor traffic violation? Yes No
9. Have you ever been arrested for a crime for which there has not yet been an acquittal or dismissal? Yes No

Please Note: All applicants must sign below

I hereby certify that this application contains no misrepresentation or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

The Immigration and Reform Act of 1986 requires the District to verify that all new employees are eligible to work in the United States. Upon employment with the District an individual will be required to provide appropriate documentation of both employment authorization and individual identity **within the first three days of employment.** This verification is a condition of employment.

As part of my application for employment, I hereby consent to and authorize the release of any and all information to Weiser School District, which may be considered in evaluating my qualifications for employment.

Date _____ Signature of Applicant _____

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NUTRITION SERVICES

Please answer the following question for your area of interest.

1. Explain how you would handle the situation of walking into the kitchen and you have just been informed that the power has been turned off for 5 hours and was just restored?

2. What kind of experience do you have in this field of work?

3. Provide us an example showing how you would work as a team member with fellow employees, teachers and students.

4. Are you willing to attend meetings and/or classes that are required to hold this position?

5. Are you available to work nights if required by this position?

6. Compose a short paragraph stating what you believe to be one or two of the more important roles of the particular position for which you are applying?

7. What is a portion?

8. How would you greet a customer?

9. Define in your own words "Teamwork".

10. If a customer asked you a question and you didn't know the answer, what would be your response?

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HEAVY and LIGHT MAINTENANCE

Please answer the following question for your area of interest.

1. Why would you like to work for the Weiser School District Maintenance Department and how would we benefit from your employment?

2. What kind of experience do you have in this field of work?

3. Provide us an example showing how you would work as a team member with fellow employees, teachers and students.

4. Are you willing to attend meetings and/or classes that are required to hold this position?

5. Are you available to work nights if required by this position?

6. Compose a short paragraph stating what you believe to be one or two of the more important roles of the particular position for which you are applying?

7. Can you travel if required by this position?

8. How would you greet a customer?

9. Define in your own words "Teamwork".

10. If a customer asked you a question and you didn't know the answer, what would be your response?



Name _____ Date _____

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SECRETARIAL

Please answer the following question for your area of interest.

1. How would you handle an irate parent? In person? On the phone?

2. Tell us about yourself. How does your experience and training qualify you for this position?

3. Provide us an example showing how you would work as a team member with fellow employees, teachers and students.

4. Are you willing to attend meetings and/or classes that are required to hold this position?

5. Part of your responsibilities will be assisting the administrative team; in what ways can you anticipate their needs?

6. Compose a short paragraph stating what you believe to be one or two of the more important roles of the particular position for which you are applying?

8. How would you greet a customer?

9. Define in your own words "Teamwork".

10. If a customer asked you a question and you didn't know the answer, what would be your response?

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SUBSTITUTE QUESTIONNAIRE

Please answer the following question for your area of interest.

1. Have you substituted for another school district? What district?

2. If you have substituted before, what position was it for?

3. When you are called about 6:45 in the morning to substitute for a classroom teacher that morning and school starts at 8:35, what time will you arrive at school?

4. When you are directing the class on an assignment and one of the students says, "This isn't the way we do it." How will you respond?

5. As you take charge of a classroom for an absent teacher, what are some of the duties you may encounter during the day?

6. If you have a problem with a student how would you handle the situation?

7. After your day at school, you see a friend at the store. You had observed his/her child getting in trouble with a teacher that day, what would you say to your friend?

ADDITIONAL CONSIDERATIONS (these questions are optional)

1. If you were called in to substitute for an aide, would you be willing to work with a special needs child? This might include diapering, toilet training, feeding or therapy?

2. Are you bilingual? What language(s) do you speak and how fluent are you?

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PARA PROFESSIONAL

Please answer the following question for your area of interest.

1. Have you worked as an educational paraprofessional before for another school district? What district?

2. If you have worked as a paraprofessional before, what were your duties?

3. What skills do you have that you feel would be beneficial to working in our school district?

4. This is the first day of work, what do you anticipate your duties will be in your new job?

5. As you are instructing a student in a one-on-one setting (student/paraprofessional out of the classroom) and the student says to you "I don't have to do what you say, my mom said", how will you respond?

6. If a student is injured on the playground, what would you anticipate your job to be if you were on playground duty?

7. After your day at school, you see a friend at the store. You had observed his/her child getting in trouble with a teacher that day, what would you say to your friend?

ADDITIONAL CONSIDERATIONS (these questions are optional)

1. Would you feel comfortable working with a special needs child? This might include diapering, toilet training, feeding or therapy.

2. Are you bilingual? What language(s) do you speak and how fluent are you?