



# 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 (Legal)		Middle Name (Legal)	Last Name (Legal)	Other Last Names
Street Address			City	State    Zip
Home Phone Number/Cell Phone	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:	WPM _____ <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> ): _____ _____ _____
Computer Skills:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Driver's License:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bilingual Language:	_____	

## EMPLOYMENT HISTORY

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

Employer:	Supervisor's Name: Title:
Address:	Telephone:
Position held:	Date Employed From (mo/yr): Date Employed To (mo/yr):
Specific Duties:	Salary: _____ Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
	Reason for leaving:
Employer:	Supervisor's Name: Title:
Address:	Telephone:
Position held:	Date Employed From (mo/yr): Date Employed To (mo/yr):
Specific Duties:	Salary: _____ Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
	Reason for leaving:
Employer:	Supervisor's Name: Title:
Address:	Telephone:
Position held:	Date Employed From (mo/yr): Date Employed To (mo/yr):
Specific Duties:	Salary: _____ Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
	Reason for leaving:
Employer:	Supervisor's Name: Title:
Address:	Telephone:
Position held:	Date Employed From (mo/yr): Date Employed To (mo/yr):
Specific Duties:	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-Legal	First Name-Legal	Middle Init	Date of Birth	Sex	Social Security Number
Street Address		City	State	Zip	Home/Cell Phone Numbers		

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
10. Is anyone living at the same address as applicant required to register for the Sex Offender Registry? 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. **Please include a brief description of the nature and date of the convictions if you have answered YES to any of the above questions.**

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?

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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 ever applied for or held teacher certification in this state or any other state? If yes, please explain.

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?