



Application for Employment

Kearney Public Schools Foundation
310 West 24th Street, Kearney NE 68845-5345
Phone: (308) 698-8053 FAX: (308) 698-8001

**Kearney Community
Learning Center**

Kearney Public Schools Foundation is an Affirmative Action / Equal Opportunity Employer, and it is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, disability, national origin, or other protected classification.

Please PRINT your responses in ink.

1. Name: _____		
<i>Last</i>	<i>First</i>	<i>Middle Initial</i>
2. Address: _____		
<i>Street</i>	<i>City</i>	<i>ST</i> <i>Zip + 4</i>
Home Phone: _____	Cell Phone: _____	
Email address: _____		
4. Social Security #: _____	5. Are you over 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Are you authorized to work in the US on an unrestricted basis? <input type="checkbox"/> Yes <input type="checkbox"/> No		
7. Have you worked at KPSF before? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for Leaving: _____		
8. Are there any hours, shifts or days you cannot or will not work? _____		
9. Shift Preferred: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Either		
10. Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		
11. Are you able to perform the essential functions of the job with / without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Answer only after reviewing the essential job functions. Applicants may request necessary accommodations to participate in the application process.)</i>		
12. Have you ever been arrested and/or convicted of a violation of law other than a minor traffic violation? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, describe the situation. _____		
<i>A conviction will not necessarily disqualify an Applicant for employment.</i>		

EDUCATION:

High School Name & Location _____		Diploma Received? <input type="checkbox"/> Yes <input type="checkbox"/> No
College / University _____	Degree Received? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree: _____ Month/Year _____
College / University _____	Degree Received? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree: _____ Month/Year _____
Other Training/Education _____		Month/Year _____

POSITIONS APPLIED FOR:

1. _____	2. _____	3. _____
Wage or Salary desired: \$ _____		When can you start? _____

You will receive no further communication from Kearney Public Schools Foundation unless extended an invitation to interview.

WORK HISTORY:

May we contact your present Employer? Yes No

Most Recent/Current Employer	Address	Phone Number
Date Started: _____ Starting Salary: \$ _____ Starting Position: _____		
Date Left: _____ Ending Salary: \$ _____ Position on Leaving: _____		
Job Duties: _____		
Supervisor's Name & Title: _____	Reason for Leaving: _____	

APPLICABLE Work Experience:

Employer/Organization	Address	Phone Number
Date Started: _____ Starting Salary: \$ _____ Starting Position: _____		
Date Left: _____ Ending Salary: \$ _____ Position on Leaving: _____		
Job Duties: _____		
Supervisor's Name & Title: _____	Reason for Leaving: _____	

Employer/Organization	Address	Phone Number
Date Started: _____ Starting Salary: \$ _____ Starting Position: _____		
Date Left: _____ Ending Salary: \$ _____ Position on Leaving: _____		
Job Duties: _____		
Supervisor's Name & Title: _____	Reason for Leaving: _____	

Employer/Organization	Address	Phone Number
Date Started: _____ Starting Salary: \$ _____ Starting Position: _____		
Date Left: _____ Ending Salary: \$ _____ Position on Leaving: _____		
Job Duties: _____		
Supervisor's Name & Title: _____	Reason for Leaving: _____	

I certify that the facts set forth in this Application of Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements may result in dismissal. I understand that any material omission of facts or misrepresentation may result in my discharge, if hired, regardless of when discovered. I authorize the Kearney Public Schools Foundation to make an investigation of any of the facts set forth on this Application. I understand that employment is subject to any required verification of references, physical examination, and satisfactory completion of a training period.

I understand that employment for this Foundation is "at will", which means that either I or the Foundation can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of the Foundation has any authority to alter the foregoing. Upon termination/resignation, I authorize the release of reference information regarding my work.

Applicant's Signature: _____ **Date:** _____

This Application for Employment shall be considered active for a period of six (6) months. The Applicant may request this Application be pulled forward for an additional six (6) months.

Kearney Public Schools Foundation is an Affirmative Action / Equal Opportunity Employer

WORK REFERENCES: Please DO NOT list friends and relatives. Complete as fully as possible.

1. Name: _____	_____
	Title/Relationship
Company: _____	_____
	Phone
Address: _____	_____
Street/PO Box	City ST Zip
2. Name: _____	_____
	Title/Relationship
Company: _____	_____
	Phone
Address: _____	_____
Street/PO Box	City ST Zip
3. Name: _____	_____
	Title/Relationship
Company: _____	_____
	Phone
Address: _____	_____
Street/PO Box	City ST Zip
4. Name: _____	_____
	Title/Relationship
Company: _____	_____
	Phone
Address: _____	_____
Street/PO Box	City ST Zip
5. Name: _____	_____
	Title/Relationship
Company: _____	_____
	Phone
Address: _____	_____
Street/PO Box	City ST Zip

I authorize any person, organization, or company listed on this Application to furnish Kearney Public Schools Foundation with any and all information concerning my previous employment, education, and qualifications for employment. I also authorize Kearney Public Schools Foundation to request and receive such information.

The release in any manner of all information is hereby authorized whether such information is of record or not, and I do hereby release all persons, agencies, or firms from any liabilities resulting from providing such information.

Applicant's Signature: _____

Date: _____

Print Name: _____

(OVER)

Please print your answers in complete sentences.

1. Please describe your specific job skills. _____

2. Of all the kinds of work you've done, what area did you like best? Please explain why. _____

3. What are your hobbies and special interests? _____

4. How would you describe your work style? _____

5. What work skills would you like to develop in yourself? _____

6. How do you establish good working relationships with your co-workers? _____

7. How would you like to have other people think of you? _____

8. How do you resolve conflicts in the workplace? _____

9. Please describe your goals. _____

DRUG FREE WORKPLACE

The following Position Statement on a Drug Free Workplace has been adopted by the Kearney Public Schools Foundation

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any Kearney Public Schools Foundation employee is strictly prohibited at any time or place, whether on or off duty.
2. Any employee violating this prohibition will be subject to severe disciplinary action, up to and including termination of employment.
3. As a condition of employment, employees must notify their supervisor of any conviction for violating federal or state criminal laws regarding controlled substances. Such notification must be made within five (5) days after such conviction.
4. As a condition of continued employment, all employees must abide by the terms of the Position Statement for a Drug Free Workplace.
5. All employees shall receive a copy of this Position Statement for a Drug Free Workplace.

I have read and understand the Position Statement for a Drug Free Workplace.

Signature of Applicant: _____ **Date:** _____

Print Name: _____

UNLAWFUL ACTS BY EMPLOYEES

The following Position Statement on Unlawful Acts by Employees has been adopted by the Kearney Public Schools Foundation.

1. Any employee charged or convicted in any unlawful act, in violation of federal, state, or local criminal or other applicable law, at any time or place, whether on or off duty, may be subject to disciplinary action, if, in the judgment of the Superintendent or the designee, the charge or conviction in the unlawful act constitutes a substantial interference with school purposes.
2. As a condition of employment, employees must notify their supervisor if charged or convicted of any unlawful act in violation of federal, state, or local criminal or other applicable law. Such notification must be made within (5) five days after such charge or conviction. Generally, speeding tickets and such infractions need not be reported.
3. As a condition of continued employment, all employees must abide by the terms of the Position Statement on Unlawful Acts by Employees.
4. All employees shall receive a copy of this Position Statement on Unlawful Acts by Employees.

I have read and understand the Position Statement for Unlawful Acts by Employees.

Signature of Applicant: _____ **Date:** _____

Print Name: _____

NOTICE OF NON-DISCRIMINATION

It is the policy of the Kearney Public Schools Foundation, not to discriminate on the basis of race, color, religion, national origin, sex, age, marital status or pregnancy, or other protected conditions, in its educational programs, activities, or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Act, and Title IX of the 1972 Education Amendments, Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Education Opportunity Act. Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap, may grieve such matters using the adopted grievance procedures of the Kearney Public School District. Such procedure shall provide for prompt and equitable resolution of complaints alleging acts of discrimination. Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to the Director of Human Resources, 310 West 24th Street, Kearney, NE, 68845-5345, (308) 698-8011.