



## EDUCATION SUPPORT PROFESSIONAL EMPLOYMENT APPLICATION

Thank you for your interest in Logan City School District. If you need assistance with the application process, please contact the Human Resource Department at (435) 755-2300. You will be contacted if you are selected for an interview. Your application becomes inactive after three months from the application date unless you contact the Human Resource Department to reactivate your application. Please note **incomplete applications will not be given consideration.**

Date of Application \_\_\_\_\_

### **APPLICATION INFORMATION**

Full Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone (Include Area Code) \_\_\_\_\_ Cell Phone (Include Area Code) \_\_\_\_\_

Position(s) applying for \_\_\_\_\_

Special training or experiences that would qualify you for this position \_\_\_\_\_

Languages, other than English, you speak proficiently \_\_\_\_\_ Date available for hire \_\_\_\_\_

Hours consistently available to work each day (i.e. 9:00-11:30) \_\_\_\_\_

### **PERSONAL INFORMATION**

Y	N	Are you at least 18 years of age? If no, please enter your date of birth: (MM/DD/YYYY) __ / __ / ____
Y	N	Do you have a high school diploma or GED?
Y	N	Are you able to perform the essential job functions of the position with or without reasonable accommodation?
Y	N	Do you have the legal right to work in the United States? (Proof of citizenship or immigration status must be submitted upon hire. If you do not have current INS Authorization, employment will not be continued.)
Y	N	Do you claim veteran's preference? If yes, what preference(s) are you claiming? A copy of supporting documentation must be attached.
Y	N	Have you ever had disciplinary action from an employer, or been released from employment? If yes, please attach a statement explaining the circumstances.
Y	N	Have you ever been discharged or resigned in lieu of termination from a former position? If yes, please attach a statement explaining the circumstances.
Y	N	Have you ever had any action or sanction against you or are you currently under investigation? If yes, please attach a statement explaining the circumstances.
Y	N	Are you currently drawing a retirement benefit from the Utah Retirement System?
Y	N	Have you ever been previously employed by the Logan City School District? If yes, please provide the following information: Date _____ Position _____ Location _____ Supervisor _____
Y	N	Do you have relatives currently working for the Logan City School District? If yes, please list: Name _____ Relationship _____ Position _____ Location _____ Name _____ Relationship _____ Position _____ Location _____

**BACKGROUND INFORMATION**

The following questions assist in determining a prospective employee's fitness as an applicant. Answers are subject to verification by a police agency. A "yes" answer does not automatically disqualify an applicant. Each application will be reviewed and evaluated on an individual basis.

Y	N	Have you ever been convicted of a violation of law other than a minor traffic violation? If yes, please explain:
Y	N	Have you ever pleaded guilty and had your guilty plea(s) held in abeyance in a criminal charge? If yes, please explain:
Y	N	Have you ever been placed on probation in conjunction with a criminal charge or conviction? If yes, please explain:
Y	N	Are any criminal charges or proceedings pending against you? If yes, please explain:
Y	N	Have you ever been arrested or charged with violations of law involving minors, sex, lewdness, or abuse? If yes, please explain:
Y	N	Have you ever been arrested or charged with a sex-related offense, which involved force or minors? If yes, please explain:
Y	N	Have you ever been arrested or charged with a crime involving violence or threat of violence? If yes, please explain:
Y	N	Have you ever been arrested or charged with a crime or criminal activity involving drugs or alcoholic beverages including a DUI? If yes, please explain:

**EDUCATION**

Y	N	Have you completed an Associate (or higher) Degree? If yes, <b>diploma must be attached.</b>
Y	N	Have you completed two years (48 semester hours) of higher education? If yes, <b>transcript must be attached.</b>
Y	N	Have you ever taken and passed the ParaPro Assessment? If yes, a <b>copy of test results must be attached.</b>

Please list all colleges and training institutions you have attended.

Institution and Location	Graduated	Degree or Number of Semester Credits
	Yes/No	
	Yes/No	
	Yes/No	

**CURRENT EMPLOYMENT**Are you presently employed?  Yes  No

Name of Current Employer	Supervisor	Telephone Number	Position Held	Dates of Employment
		( ) -		From To

**OTHER EMPLOYMENT EXPERIENCE**

Name of Employer	Supervisor	Telephone Number	Position Held	Dates of Employment
		( ) -		From To
		( ) -		From To
		( ) -		From To

**WORK RELATED REFERENCES**

Please list individuals who know your professional ability and personal character. Do not include relatives.

Name of Reference	Position/Title	Telephone Number	Relationship to Applicant
		( ) -	
		( ) -	
		( ) -	

**PLEASE READ AND SIGN INDICATING YOU UNDERSTAND EACH OF THE FOLLOWING:****DISCLOSURE AND INFORMED CONSENT FOR EMPLOYMENT / REFERENCE CHECKS AND RELEASE OF LIABILITY:**

I understand that past and present employment as well as references may be checked by Logan City School District ("the District"). My signature constitutes consent for past and present employer(s) and other references to disclose any and all information, including disciplinary records and background check results which may be pertinent to my employment, to the District. Further, I understand that if I am hired, any information obtained or maintained by the District may be disclosed to any future subsequent potential employer of mine who contacts the District for an employment or reference check.

I hereby waive any right to see any written material submitted to the District in response to the above inquiries or notes of oral communication relative to such inquiries. I understand that if I am hired by the District any information received in response to the above inquiries may be placed in my personnel file, and I may be denied the right to inspect such material(s).

By signing below, I agree to release the District from any action for damages relating to the District's refusal to hire me as a result of information obtained during a reference or background check. I agree to release the District from any action for damages relating to information disclosed by the District to any future subsequent potential employer of mine who contacts the District for an employment or reference check.

I understand that providing false information to the District as part of the application process will be grounds for rejecting an application with no further consideration for the position; or, if such false information is discovered after hire, I will be subject to immediate termination for cause. Any false information may also be the grounds for criminal prosecution. By signing below, I agree to release the District from any cause of action for damages as a result of the District's termination of my employment as a result of falsifying any information included in this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**REPORT OF ARREST:**

I understand any employee of the Logan City School District who is arrested for violation of the law must report such arrest to the Director of Human Resources within 48 hours.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**POLICY ON DISCRIMINATION AND HARASSMENT:**

In keeping with Federal Equal Employment Opportunity Commission (EEOC) guidelines, the Logan City School District ("the District") strongly disapproves of discrimination and harassment which is defined as unwelcome conduct, whether verbal or nonverbal, which disadvantages persons or is demeaning or derisive to individuals or groups of people and occurs substantially because of race, color, national origin, sex, religion, pregnancy, disability, age, status as a veteran of the Vietnam era, or any other legally protected class(es) as defined by applicable state and federal law which creates a hostile work or learning environment for any student or visitor. Violation of this policy may result in immediate disciplinary action against any student or visitor. Violation of this policy by a District employee may result in immediate disciplinary action including but not limited to termination. Any individual who finds he/she is a victim of such conduct is strongly encouraged to report it. He/she is assured that he/she will suffer no retaliation because of the report.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART-TIME EMPLOYMENT:**

Employees who have been contracted for seasonal employment or who have been contracted to work less than 28.75 hours per week are considered temporary as defined under the Public Education Human Resource Management Act, Title 53A, Chapter 8a, Utah Code Annotated, 1953, as amended. Such employees are considered at-will and do not accrue Career Employee status, nor do such employees receive benefits of any type (retirement, leave, or insurance).

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Logan City School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, or physical or mental disability, except where necessary to meet a bona fide occupational quantification or business necessity. If you are a qualified individual with a disability who needs assistance with the application process, please contact our Human Resource Office at (435) 755-2300.*

1/2016