

Classified Employment Application

Elkton School District 5-3
 Office of the Superintendent
 508 Buffalo St Elkton, SD 57026
 605-542-2541 Fax: 605-542-4441

Please Print or Type

Personal Data

Mr. Ms. Mrs. Dr.
 Name _____
(Last) (First) (Middle Initial) (Maiden)

Address _____
(Street) (City, State, Zip Code)

Phone _____
(Home) (Cell) (Other)

E-mail Address _____

Referral Source: Newspaper Job Line Personal Referral Other _____

Position for which you are applying

Custodian Maintenance School Lunch Secretarial	Substitute-teacher Para-Professional If other, specify position	For Substitute Teacher: Do you hold a current teaching Certificate	
		Yes	No
		For Para-Professional: Do you have 2 years of college or have you passed the state of South Dakota's Praxis test?	
		Yes	No

Educational Preparation

Name of School	Location (City and State)	Year	Degree	Major
High School				
Undergraduate				
Undergraduate				
Graduate				

College activities in which you participated: _____

Computer experience: Minimal Proficient Advanced

Employment History (if more space is needed, please submit on a separate sheet of paper)

Begin with your current or most recent position. List each promotion as a separate job. Include paid and verifiable non-paid experience, including military service. Be as accurate and complete as possible, especially in describing the duties of each position.

Present or Last Employer		Dates (Month and Year)		Time ✓		Total Number of Years
		From	To	Part	Full	
Address (City and State)		Phone				
Job Title		Supervisor		Supervisor's Title		

Duties

Reason for Leaving

Second Previous Employer		Dates (Month and Year)		Time ✓		Total Number of Years
		From	To	Part	Full	
Address (City and State)		Phone				
Job Title		Supervisor		Supervisor's Title		

Duties

Reason for Leaving

Third Previous Employer		Dates (Month and Year)		Time ✓		Total Number of Years
		From	To	Part	Full	
Address (City and State)		Phone				
Job Title		Supervisor		Supervisor's Title		

Duties

Reason for Leaving

Fourth Previous Employer		Dates (Month and Year)		Time ✓		Total Number of Years
		From	To	Part	Full	
Address (City and State)		Phone				
Job Title		Supervisor		Supervisor's Title		

Duties

Reason for Leaving

The Elkton School District #5-3 is an equal opportunity employer and does not discriminate because of race, color, age, sex, marital status, religion, status with regard to public assistance or disability, national origin or veteran's status.

References and Additional Information

May we contact your current employer for a reference? Yes No If no- why?

Use this space for additional information about yourself, listing additional training and skills that you feel would be applicable to the position for which you are applying.

Conviction Report

Because of the tremendous responsibility Elkton School District #5-3 has to its school children and community, the following information is needed from all applicants regarding convictions. Failure to complete this form accurately and completely will result in disqualification from consideration for employment. Such action may also be cause for consideration of dismissal if employed, and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially complete this form.

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

Yes No If "yes," provide date(s) and a written explanation.

Applicant's Certificate and Release

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true, accurate and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of Elkton School District #5-3. I authorize the Elkton School District #5-3 to make reference checks and past employment inquiries prior to employment, and I will execute such documents as are needed to facilitate this investigation.

Before employment can be finalized, I must pass a background investigation. All necessary certification/license and official transcripts must be provided. The School Board must approve my employment. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

(Applicant Signature)

(Date)