

# APPLICATION

AN APPLICATION FOR A CLASSIFIED POSITION IN THE

ADMINISTRATIVE OFFICES

Joint Hagerman School District No. 233  
324 North 2<sup>nd</sup> Avenue  
Hagerman, ID 83332

(208) 837-6344  
(208) 837-6380 fax

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
(Last Name) (First Name) (Middle)

Permanent Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

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

The Best Way to Contact You: \_\_\_\_\_

In Case of Emergency Notify: \_\_\_\_\_  
(Name) (Phone)

Position Desired: \_\_\_\_\_

Alternate Position Desired: \_\_\_\_\_

Have you worked for the Hagerman School District Before: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, state position, date left, and reason for leaving: \_\_\_\_\_

Personal References (list up to three persons other than relatives who are familiar with your qualifications and background):

Name: \_\_\_\_\_ Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*The Joint Hagerman School District No. 233 is an Equal Opportunity Employer  
Veteran's Preference will be given to eligible veterans*

**WORK EXPERIENCE (List your employment history, beginning with your most recent employment and working back. Please attach a resume if applicable)**

**Dates Employed:** \_\_\_\_\_ **Exact Title or Position:** \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Name of Supervisor:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Your Reason for Leaving:** \_\_\_\_\_

**May we contact this employer:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Description of your duties and responsibilities:** \_\_\_\_\_

**Dates Employed:** \_\_\_\_\_ **Exact Title or Position:** \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Name of Supervisor:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Your Reason for Leaving:** \_\_\_\_\_

**May we contact this employer:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Description of your duties and responsibilities:** \_\_\_\_\_

**Dates Employed:** \_\_\_\_\_ **Exact Title or Position:** \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Name of Supervisor:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Your Reason for Leaving:** \_\_\_\_\_

**May we contact this employer:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Description of your duties and responsibilities:** \_\_\_\_\_

**Summarize the special skills and qualifications you have for this position:**

**List your educational background and training beginning with high school graduation:**

<b>Institution</b>	<b>Location</b>	<b>Dates Attended</b>	<b>Diploma or Number of Credits Earned</b>

**Please complete if applicable. List all computer software you can successfully operate:**

**Is there any reason, if hired, why you would not be able to perform specific duties and job functions for this position?**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**If yes, explain:**

**Have you ever been terminated from a position?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**If yes, explain:**

Unless otherwise specified herein, I authorize all persons listed as my references and all former employers to release

information to the Joint Hagerman School District Personnel Office relative to my education, training, qualifications, work history and general fitness for employment. Have you ever been convicted of any crime or violation of any law in any state, federal or military court? Note: For the purpose of this question “conviction” includes (1) all instances in which a plea of guilty or nolo contendere is the basis of conviction, (2) all proceedings in which a sentence has been suspended, deferred, or withheld, and (3) all proceedings in which the prosecution was deferred. Do not include convictions for traffic violations unless alcohol or drug related. If your answer is YES to any of the above, attach an explanation and court record which includes the disposition of the offense.

\_\_\_\_\_ Yes \_\_\_\_\_ No

(Conviction of a crime does not necessarily preclude you from consideration for employment. The district will consider the nature, date, and relationship of the offense to the position for which you are applying.)

I certify that answers given herein are true and complete to the best of my knowledge.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand also, that I am required to abide by all rules and regulations of the School District.

I further understand that this is an application for employment, and that no employment contract is being offered herein.

I have read and understand the above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Idaho State Code 33-130 requires all school district employees to have an Idaho and nationwide FBI criminal records check and fingerprinting. GFSD requires new employees to complete the necessary paperwork and fingerprinting within five (5) days of their hire date. Employees will not be paid until all paperwork and fingerprinting is complete.

Employees are required to pay the \$28.25 processing fee for the FBI records check. The GFSD requires new employees to sign a Payroll Deduction Authorization at the time of fingerprinting. The \$28.25 fingerprinting fee will be deducted from the employee’s first payroll check if not paid in full at employment. You will be required to show one form of photo ID at the time of fingerprinting. This procedure is mandatory and the SDE has set firm guidelines for school districts to follow. We cannot accept background checks from other agencies, states, etc. This process will be completed at the Gooding County Sheriff’s office. We appreciate your cooperation in this matter.

I have read the above statement and understand that I must complete the necessary new-hire paperwork and fingerprinting to remain employed by the Jt Hagerman School District. I also understand the terms for fingerprinting payment. If hired, my signature below authorizes a \$28.25 payroll deduction from my first check to process the FBI records check.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The Joint Hagerman School District #233 is an equal opportunity employer/educator with a drug, alcohol, and tobacco free environment. Discrimination based on race, color, religion, sex, age, disability, or national origin 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. Preference will be given to eligible veterans pursuant to Idaho Code 65-503. Questions or complaints should be addressed to the Title IV Compliance Office, Mark Kress, Superintendent, 324 North 2<sup>nd</sup> Avenue, Hagerman, Idaho 83623; Phone (208) 837-6344 or emailed to mark.kress@hjsd.org.

(Please type or print)

Position applied for: \_\_\_\_\_

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Present Address: (Street Address) \_\_\_\_\_ (P.O. Box) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_  
(Home) (Cell)

**Confidential Information**

**This information is voluntary and will be kept confidential. It is used only for statistical and reporting purposes as prescribed by Federal law. This information is not released with your application.**

**Which one (1) Racial/Ethnic group do you consider yourself?**

(check one)

White	
Hispanic	
Black	
Asian or Pacific Islander	
American Indian or Alaskan Native	

**Which of the following are appropriate?**

Gender	Male	Female
(check one)		

Vietnam Era Veteran	Yes	No
(check one)		

Over 40 years of age	Yes	No
(check one)		

*This voluntary information will not be used in hiring and will be filed separately.*