

Weston County School District # 1
Classified Staff Application for Employment

Weston County School District # 1 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its educational programs or activities. Inquires concerning Title VI, Title IX, and Section 504 may be referred to the Superintendent of Schools or the Title IX Officer, Newcastle Public Schools, Newcastle Wyoming, 82701 or (307)746-4451; the Wyoming Department of Education, Office of Civil Rights Coordinator, 2nd Floor Hathaway Building, Cheyenne, WY 82002, or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver CO 80294.

“IF I AM EMPLOYED BY WESTON COUNTY SCHOOL DISTRICT #1, I UNDERSTAND MY EMPLOYMENT WILL BE AT WILL AND I WILL BE AN AT WILL EMPLOYEE. DISTRICT MAY TERMINATE MY EMPLOYMENT AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE. MY COMPLETION OF A PROBATIONARY PERIOD OF EMPLOYMENT, IF ANY, SHALL NOT CHANGE MY STATUS AS AN AT WILL EMPLOYEE. NO EMPLOYEE HANDBOOK, DISTRICT POLICY, DOCUMENT OR ORAL OR WRITTEN STATEMENT SHALL BE CONSIDERED TO CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT UNLESS CLEARLY STATED IN A WRITTEN DOCUMENT SIGNED BY THE DISTRICT SUPERINTENDENT OR THE DISTRICT SUPERINTENDENT’S DESIGNEE.”

Employees of Weston County School District # 1 are required to be familiar with and comply with the policies of Weston County School District # 1. A copy of the policy manual is contained on the school website and/or the central administration office.

POSITION APPLIED FOR: _____

Last Name	First Name	M.I.	Social Security Number
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Street Address/PO Box	City	State	Zip	Telephone No.
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Are you a United States Citizen? () Yes () No If no, Alien registration # _____

U. S. Military Service: Branch of Service _____ From: _____ To: _____
Duty & Training while in service: _____

Are you looking for a Full-time position? () Part-time position? () Substitute work? ()

Do you prefer to work: Days?() Evenings?() Nights? () Weekends? ()

EMPLOYMENT HISTORY- List your most recent position first. (Please do not “refer to resume”).

Employer	Work Performed
Address	Telephone
Job Title	Dates From: To:
Supervisor	May we contact this employer? () Yes () No
Reason for Leaving	

Employer	Work Performed
Address	Telephone
Job Title	Dates From: To:
Supervisor	May we contact this employer? () Yes () No
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SKILLS:

Summarize special skills, qualifications and equipment used:

EDUCATION:

	High School 9 10 11 12	College/University 1 2 3 4	Graduate/Professional 1 2 3 4	Major
Years Completed				
Diploma/Degree/ Certificate				
Other Education/Training				

PERSONAL/PROFESSIONAL REFERENCES:

List three references other than relatives:

Name Address Telephone number Occupation Length of Acquaintance

PERSONAL DATA:

1. During the past three years, approximately how many days have you been absent from work or school because of accident or illness unrelated to a physical or mental disability or handicap?

2. PRESENT POSITION: _____ 3. PRESENT SALARY \$ _____/_____

4. Why do you wish to leave your present position?

5. "Have you ever been convicted of or pled nolo contendere to or otherwise received a deferred sentence in consideration of fulfilling the terms of probation for:

- a) any felony, or
- b) any crime relating to child abuse or child neglect, or
- c) any crime related to sexual assault of a minor or sexual abuse of a minor?

Yes No

If so, explain:

6. Will you consent to the release of any and all information or records maintained by the Wyoming Department of Family Services concerning you and sign the appropriate release so that such records may be released to Weston County School District # 1 Yes No

7. Pursuant to the provisions of W.S. §21-7-401, any employee who is hired by Weston County School District # 1 on or after July 1, 1996, who may have access to minors, is required to submit to fingerprinting and provide such other information as is necessary for Weston County School District # 1 to require a national criminal history background check. Do you consent to provide the appropriate fingerprinting and other information for Weston County School District # 1 to conduct a criminal background check? Yes No

AUTHORIZATION OF RELEASE OF INFORMATION:

I, the undersigned applicant/employee, hereby expressly authorize Weston County School District # 1, its superintendent, principals, agents, employees, and other authorized representatives thereof, to make any investigation in my personal or employment history including, but not limited to, investigation of my personal and employment history, federal and/or state criminal, law enforcement or traffic records. I specifically authorize those persons who have access to such information to make copies of all prior personal and employment history records and the records of any and all law enforcement agencies, courts and social service agencies. I further authorize representatives of any agency contacted by agents or representatives of Weston County School District # 1 to release and make copies of such records in connection with my application for employment with Weston County School District # 1. I further authorize any former employer, person, firm, corporation, credit agency, administrative body, or governmental or law enforcement agency, Department of Family Services, Department of Criminal Investigation, or other entity, to give to said School District as set forth above, any information, oral or written, they may have regarding me. In consideration of the review of my employment application by said School District and its' authorized agents as set forth above, I do hereby release and agree to hold harmless Weston County School District # 1 and any person, entity or agency providing them with information from any liability or claims resulting from the release of this information. An investigative consumer report concerning your credit history may be made as a part of the employment process.

Applicant

APPLICANT STATEMENT

I certify that the 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 may result in discharge.

If necessary for employment in a specific position, you may be required to have a physical examination, drug screen, or to provide evidence of citizenship.

Date

Applicant

This application will be kept only for one (1) year; however, each time a new position opens up which you desire to be considered for, you must notify the School of your intent to reactivate your application; or if more than one year has passed submit a new application.
