

Date Application Received _____
 This application will be destroyed one year from this date unless written notification is received from the applicant.

FRUITLAND SCHOOL DISTRICT #373

Application for Classified Position

Fruitland School District #373 is an equal opportunity employer/educator with a drug, alcohol and tobacco free environment. Discrimination based on race, color, religion, sex, age, disability, national origin, financial ability, parental status or marital status 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. Questions or complaints should be addressed to the District Office.

EMPLOYMENT DESIRED				
Position(s) you are applying for?		<input type="checkbox"/> Full-time AND/OR <input type="checkbox"/> Part-time		
Date you are available to start work:		If Part-time, hours per week desired:		
Are you able to meet the attendance requirements? Y or N		Hours you are available to work:		
Hourly rate of pay or monthly salary desired:				
PERSONAL INFORMATION				
First Name (Legal)	Middle Name (Legal)	Last Name (Legal)		Other Last Names
Street Address		City	State	Zip
Home Phone Number/Cell Phone	Social Security Number		E-mail Address	
Name of Person to Contact if You Are Unavailable			Contact Person's Phone Number	
<i>OPTIONAL</i> <i>Emergency Purposes Only</i>Please provide Name, Address & Phone Number of Nearest Relative (not living with you):				
EDUCATIONAL BACKGROUND				
High School Graduate ___ Yes ___ No GED ___ Yes ___ No				
POST SECONDARY EDUCATION				
Name of School, College or University		Total No. of Hours	Type of Training or Major	Type of Certificate or Degree Received

SPECIAL SKILLS & LICENSES

Complete if applicable to the position for which you are applying.

Typing:	WPM _____		Other Certificates or Licenses: _____
10 Key:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	List Additional Skills and/or Specialized Training (<i>especially if it pertains to the position for which you are applying</i>): _____ _____ _____
Computer Skills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Driver's License:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Bilingual Language:	_____		

EMPLOYMENT HISTORY

List all previous employers beginning with your present or most recent position. (Last 5 years is sufficient)

Employer:	Supervisor's Name:
Address:	Title:
Position held:	Telephone:
Specific Duties:	Date Employed From (mo/yr):
	Date Employed To (mo/yr):
	Salary: Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Reason for leaving:	
Employer:	Supervisor's Name:
Address:	Title:
Position held:	Telephone:
Specific Duties:	Date Employed From (mo/yr):
	Date Employed To (mo/yr):
	Salary: Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Reason for leaving:	
Employer:	Supervisor's Name:
Address:	Title:
Position held:	Telephone:
Specific Duties:	Date Employed From (mo/yr):
	Date Employed To (mo/yr):
	Salary: Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Reason for leaving:	
Employer:	Supervisor's Name:
Address:	Title:
Position held:	Telephone:
Specific Duties:	Date Employed From (mo/yr):
	Date Employed To (mo/yr):
	Salary: Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Reason for leaving:	

PERSONAL REFERENCES

List at least three current references capable of assessing your ability to perform the work for which you are applying

Name	Address	Occupation	Phone
1.			
2.			
3.			

CRIMINAL HISTORY BACKGROUND STATEMENT

PLEASE PRINT

State	Driver License Number	Last Name-Legal	First Name-Legal	Middle Init	Date of Birth	Sex	Social Security Number
Street Address		City	State	Zip		Home/Cell Phone Numbers	

List maiden/other names previously used _____

List other states where you have resided as an adult (above 18 years of age) _____

YOU MUST CHECK YES OR NO TO EACH QUESTION BELOW

1. Have you ever been charged with, convicted, received withheld judgment or pled to any sex-related crime? If yes, was the conviction in Idaho or another state? Yes No
2. Has your record ever been expunged (had offenses removed) of a prior sex offense? Yes No
3. Have you ever been charged with, convicted, received withheld judgment or pled to a crime involving violence or the threat of violence? Yes No
4. Have you ever had a restraining order placed against you because of violence? Yes No
5. Have you ever been charged with, convicted, received withheld judgment or pled to a crime involving criminal activity in drugs? Yes No
6. Have you ever been charged with, convicted, received withheld judgment or pled to a crime involving alcoholic beverages, including DUI? Yes No
7. Have you ever been charged civilly for any drug related offense? Yes No
8. Have you ever been charged with, convicted, received withheld judgment or pled to any other crime except a minor traffic violation? Yes No
9. Have you ever been arrested for a crime for which there has not yet been an acquittal or dismissal? Yes No
10. Is anyone living at the same address as applicant required to register for the Sex Offender Registry? Yes No

Office Use

Lobby Guard Checked by _____ Date Checked _____

Idaho Repository Checked by _____ Date Checked _____

Please Note: All applicants must sign below

I hereby certify that this application contains no misrepresentation or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

The Immigration and Reform Act of 1986 requires the District to verify that all new employees are eligible to work in the United States. Upon employment with the District an individual will be required to provide appropriate documentation of both employment authorization and individual identity within the first three days of employment. This verification is a condition of employment.

As part of my application for employment, I hereby consent to and authorize the release of any and all information to Fruitland School District, which may be considered in evaluating my qualifications for employment.

Date _____ Signature of Applicant _____

NUTRITION SERVICES

Please answer the following question for your area of interest.

1. Explain how you would handle the situation of walking into the kitchen and you have just been informed that the power has been turned off for 5 hours and was just restored?

2. What kind of experience do you have in this field of work?

3. Provide us an example showing how you would work as a team member with fellow employees, teachers and students.

4. Are you willing to attend meetings and/or classes that are required to hold this position?

5. Are you available to work nights if required by this position?

6. Compose a short paragraph stating what you believe to be one or two of the more important roles of the particular position for which you are applying?

7. What is a portion?

8. How would you greet a customer?

9. Define in your own words "Teamwork".

10. If a customer asked you a question and you didn't know the answer, what would be your response?

HEAVY and LIGHT MAINTENANCE

Please answer the following question for your area of interest.

1. Why would you like to work for the Fruitland School District Maintenance Department and how would we benefit from your employment?

2. What kind of experience do you have in this field of work?

3. Provide us an example showing how you would work as a team member with fellow employees, teachers and students.

4. Are you willing to attend meetings and/or classes that are required to hold this position?

5. Are you available to work nights if required by this position?

6. Compose a short paragraph stating what you believe to be one or two of the more important roles of the particular position for which you are applying?

7. Can you travel if required by this position?

8. How would you greet a customer?

9. Define in your own words "Teamwork".

10. If a customer asked you a question and you didn't know the answer, what would be your response?

SECRETARIAL

Please answer the following question for your area of interest.

1. How would you handle an irate parent? In person? On the phone?

2. Tell us about yourself. How does your experience and training qualify you for this position?

3. Provide us an example showing how you would work as a team member with fellow employees, teachers and students.

4. Are you willing to attend meetings and/or classes that are required to hold this position?

5. Part of your responsibilities will be assisting the administrative team; in what ways can you anticipate their needs?

6. Compose a short paragraph stating what you believe to be one or two of the more important roles of the particular position for which you are applying?

7. How would you greet a customer?

8. Define in your own words "Teamwork".

9. If a customer asked you a question and you didn't know the answer, what would be your response?

SUBSTITUTE QUESTIONNAIRE

Please answer the following question for your area of interest.

1. Have you ever applied for or held teacher certification in this state or any other state? If yes, please explain.

2. If you have substituted before, what position was it for?

3. When you are called about 6:45 in the morning to substitute for a classroom teacher that morning and school starts at 8:35, what time will you arrive at school?

4. When you are directing the class on an assignment and one of the students says, "This isn't the way we do it." How will you respond?

5. As you take charge of a classroom for an absent teacher, what are some of the duties you may encounter during the day?

6. If you have a problem with a student how would you handle the situation?

7. After your day at school, you see a friend at the store. You had observed his/her child getting in trouble with a teacher that day, what would you say to your friend?

ADDITIONAL CONSIDERATIONS (these questions are optional)

1. If you were called in to substitute for an aide, would you be willing to work with a special needs child? This might include diapering, toilet training, feeding or therapy?

2. Are you bilingual? What language(s) do you speak and how fluent are you?

PARA PROFESSIONAL

Please answer the following question for your area of interest.

1. Have you worked as an educational paraprofessional before for another school district? What district? Did you take and pass the paraprofessional test?

2. If you have worked as a paraprofessional before, what were your duties?

3. What skills do you have that you feel would be beneficial to working in our school district?

4. This is the first day of work, what do you anticipate your duties will be in your new job?

5. As you are instructing a student in a one-on-one setting (student/paraprofessional out of the classroom) and the student says to you "I don't have to do what you say, my mom said", how will you respond?

6. If a student is injured on the playground, what would you anticipate your job to be if you were on playground duty?

7. After your day at school, you see a friend at the store. You had observed his/her child getting in trouble with a teacher that day, what would you say to your friend?

ADDITIONAL CONSIDERATIONS (these questions are optional)

1. Would you feel comfortable working with a special needs child? This might include diapering, toilet training, feeding or therapy.

2. Are you bilingual? What language(s) do you speak and how fluent are you?

TRANSPORTATION

Please answer the following question for your area of interest.

1. Why would you like to work for the Fruitland School District Transportation Department and how would we benefit from your employment?

2. Have you driven a school bus in the past? If so, please give details.

3. In your opinion, what would be the most difficult part of this position?

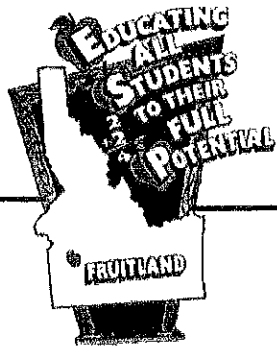
4. Are you willing to attend meetings and/or classes that are required to hold this position?

5. If you were driving a bus load of students and a fight broke out, what would you do?

6. If one student was continually acting badly on the bus, what do you think your role should be in changing his or her behavior?

7. How do you feel about calling parents to let them know their student is misbehaving on the bus?

8. Bus Driver Applicants Only: Would you be willing to drive as a substitute driver until a full time route driver became available?



SCHOOL DISTRICT #373
Payette County

P.O. Box A ♦ Fruitland, Idaho 83619 ♦ Phone: (208) 452-3595 ♦ Fax: (208) 452-6430

Board of Trustees
Kelly Henggeler, Chairman
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Business Manager/Clerk

The Idaho Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Idaho's school children. Idaho Code 33-1210 requires all Idaho School District employers to obtain past school district job performance and/or job related conduct, if any, of the applicant and making available to the hiring school district copies of all documents in the previous employer's personnel, investigative or other files relating to the job performance by the applicant.

If you are an out of state former employer and you have a particular statutory reason as to why you cannot provide the information requested, please notify me of the reason.

Enclosed please find a copy of the signed Authorization Notice for Release of Information for _____
_____ an applicant for employment with Fruitland School District
#373. In accordance with the statute, we request receipt of this information within twenty (20) business days after receipt of this request. This information may be sent either in writing or in electronic format. Please send the information to:

Fruitland School District #373
Wendy Plaza, Payroll Clerk
P.O. Box A
Fruitland, ID 83619
wplaza@fruitlandschools.org

Please return the following information:

 x Job Performance Records

Thank you in advance for taking the time to complete the request. If you should have any questions relating to this statute and request, please contact me.

Sincerely,

Wendy Plaza

Payroll Clerk
Fruitland School District #373

Authorization Notice for Release of Information

I wish to be considered for employment with the Fruitland School District #373. I understand that as a part of the application process, the School District is required by Idaho Code 33-1210 to request that the applicant sign a release statement authorizing the applicant's current and past employers, including employers outside the State of Idaho, to release to the school district all information relating to the job performance and/or job related conduct, if any, of the applicant and making available to the hiring school district copies of all documents in the previous employer's personnel, investigative or other files relating to the job performance by the applicant.

I also understand that Idaho Code 33-1210 (b) releases the applicant's current and past employers, and employees acting on behalf of that employer, from any liability for providing information described in paragraph (a) of this subsection, as provided in subsection (4) of this section. A school district shall not hire an applicant who does not sign the statement described in subsection (2) of this section. In addition, the school district or the employee acting on behalf of the school district, who in good faith discloses information under this section either in writing, printed material, electronic material or orally is immune from civil liability for the disclosure. An employer is presumed to be acting in good faith at the time of the disclosure under this section unless the evidence establishes one (1) or more of the following (a) that the employer knew the information disclosed was false or misleading; (b) that the employer disclosed the information with reckless disregard for the truth; (c) that the disclosure was specifically prohibited by a state or federal statute. Information received pursuant to this section shall be used by a school district only for the purpose of evaluating an applicant's qualifications for employment in the position for which he or she has applied. Except as otherwise provided by law, a board member or employee of a school district shall not disclose the information to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment. A person who violates the provisions of this subsection may be civilly liable for damages caused by such violation.

I _____ agree to all of the terms above.
Printed Name of Applicant

Signature of Applicant