



# West Central School District 49-7

West Central Business Office  
P.O. Box 730  
Hartford, SD 57033

Phone # (605) 528-3217  
Fax # (605) 528-3218

## Classified Staff Application

Please Print or Type

Date Completed \_\_\_\_\_

Position(s) Applied For (Please prioritize: #1 being most desired)

\_\_\_\_\_ Secretary  
\_\_\_\_\_ Educational Assistant  
\_\_\_\_\_ Food Service

\_\_\_\_\_ Custodial  
\_\_\_\_\_ Transportation  
\_\_\_\_\_ Others: please explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Name \_\_\_\_\_

Soc. Security # \_\_\_\_\_

Address \_\_\_\_\_

Phone # (Home) \_\_\_\_\_

\_\_\_\_\_

(Work) \_\_\_\_\_

\_\_\_\_\_

(Cell) \_\_\_\_\_

Email \_\_\_\_\_

### Educational Background

Name/Address of School	How Long?	What Years?	Degree/Diploma

### Work Experience (List employment beginning with most recent)

Employer/Address	Dates Employed	Type of Work	Salary	Supervisor	Reason for Leaving

**References:** These should be people familiar with your work who are qualified to answer questions concerning this application. Include people who have supervised you.

Name	Position	Address	Phone

**Veterans:** Are you a veteran? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a disabled veteran? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please complete portions applicable to the position(s) for which you are applying**

I. Office Experience

I can operate the following machines:

Computer \_\_\_\_\_ Typewriter \_\_\_\_\_ Calculator \_\_\_\_\_ Fax \_\_\_\_\_ Copier \_\_\_\_\_  
 Duplicator \_\_\_\_\_ Laminator \_\_\_\_\_ Other (please list) \_\_\_\_\_

Describe any office experience you have

\_\_\_\_\_  
 \_\_\_\_\_

II. Teacher Aide Experience (please explain)

\_\_\_\_\_  
 \_\_\_\_\_

III. Commercial Food Experience (please explain)

\_\_\_\_\_  
 \_\_\_\_\_

IV. Have you driven any vehicle larger than a car or pickup? ( Y / N )

Do you have a valid South Dakota driver's license? ( Y / N ) If yes, what does it qualify you to drive?

\_\_\_\_\_  
 \_\_\_\_\_

In the last five years, have you been involved in any accident or moving violation ( Y / N )

If yes, please explain.

\_\_\_\_\_  
 \_\_\_\_\_

- V. Have you operated any of the following?
- |                   |                         |                 |
|-------------------|-------------------------|-----------------|
| Power Mower _____ | Weed Eater _____        | Tractor _____   |
| Vacuum _____      | Scrubbing Machine _____ | Shampooer _____ |
- Can you:
- |                              |                    |                       |
|------------------------------|--------------------|-----------------------|
| Do general cleaning _____    | Strip floors _____ | Shampoo carpets _____ |
| General carpentry work _____ | Paint _____        |                       |

Describe any custodial/maintenance work you've done in the past five years. Please note whether you have supervised any maintenance work.

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### **Affirmative Action**

The District shall maintain a program of affirmative action that will assure the provision of equal employment opportunities to people regardless of race, religion, national origin, age, marital status, sex, or physical handicaps. This program shall be in accordance with Title IX of the 1972 Elementary and Secondary Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and all other relevant State and Federal executive orders and statutes. The affirmative action program shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. The implementation, development, and monitoring of this policy shall be the responsibility of the Superintendent of Schools or designee.

This application should be returned to: HR Department, West Central School District, PO Box 730, Hartford, SD 57033.

Certification of Applicants: Read carefully before signing. I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation; separation from employment.

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\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
 Social Security Number      Print Name

I authorize the West Central School District to make any investigation of any personal, educational, vocational, or employment history. I further authorize any current or former employee, person, firm, corporation, educational, or vocational institution or government agency to provide the West Central School District with information they have regarding me. I hereby release any discharge to the West Central School District and to those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that falsification of any part of this application, including any accompanying inserts, shall be sufficient cause for dismissal. References and personal information which become a part of this application will be regarded as confidential and shall not be revealed to me. Further, I understand the West Central School District is drug free/smoke free/tobacco free and that any offer of employment is conditional based upon a completed criminal background check.

1. Have you ever been convicted of a felony? \_\_\_\_ No \_\_\_\_ Yes If so, identify
2. Have you ever been discharged from a position? \_\_\_\_ No \_\_\_\_ Yes (If yes, explain on a separate sheet)
3. Are you currently a party to any pending lawsuit or administrative action? \_\_\_\_ No \_\_\_\_ Yes (If yes, explain on a separate sheet)

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Signature of Applicant

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Date

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### EQUAL OPPORTUNITY EMPLOYMENT

The West Central School Board subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that applicants are employed, assigned, and promoted without regard to their age, race, creed, color, sex, marital status, political affiliation, or national origin. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

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