

WILTON PUBLIC SCHOOL DISTRICT (Wilton School)

CLASSIFIED APPLICATION FORM

Please complete all pages of this application, sign, and return to:
Wilton Public School District Office, 504 Dakota Ave. PO Box 249, Wilton, ND 58579
 Telephone: (701) 734-6331 FAX: (701) 734-6944 www.wilton.k12.nd.us

NOTE: A LETTER MUST ALSO BE COMPLETED FOR EACH SPECIFIC OPEN POSITION FOR WHICH YOU WOULD LIKE TO APPLY AND SUBMITTED BEFORE 4:00 PM ON THE CLOSING DATE. PLEASE ENCLOSE TWO CURRENT RECOMMENDATION LETTERS WITH YOUR APPLICATION.

Date: _____

NAME: _____
Last First Middle

Address: _____
Number & Street City State Zip

Phone: Home: (____) _____ Business/message phone: (____) _____

E-mail address: (optional) _____

Please list other name(s) (first/last) under which records may be listed (maiden name /previous married name, etc.): _____

Type of position(s) applying for: Food Services Maintenance/Custodial Teachers Aide
 Secretary Transportation Other _____

Employment desired: Permanent Temporary Full-time Part-time Substitute

Have you previously been employed by the Montefiore (Wilton) School District? Yes No
 If yes, when? _____ Position held: _____

Have you ever been charged with a crime against children? Yes No
 If yes, explain: _____

In case of emergency, notify: _____ Phone: _____
 Relationship: _____

EDUCATION: Please list high school, college, technical school education below. *

| Education | Name/City/State | # of Years Attended | Degree/Diploma | Subject |
|--------------------|-----------------|---------------------|----------------|---------|
| High School | | | | |
| College/University | | | | |
| Technical/Other | | | | |

** Please note: If you are selected for employment, you will be required to provide a high school/GED diploma or college transcript within thirty (30) days of hire. A high school diploma or GED is required for employment.*

REFERENCES: List three persons (other than relatives) who have served as your supervisor or colleague in a work or school/community volunteer position in the past three years.

| Name | Address | Phone # | Occupation |
|------|---------|---------|------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

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EMPLOYMENT RECORD: List all employment starting with the present or most recent. List **ONLY** school district PAID work experience separately in first section below. Include compensated self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but you must complete application as well. If you have not had continuous employment, please note this time in the second section, including the reason(s) why, i.e. home with family, etc. All information must be completed.

SCHOOL DISTRICT WORK EXPERIENCE: Please list all school district PAID work experience. Note if experience was more than ninety (90) consecutive work days in one position, full-time or part-time, or substitute work. Begin with most recent. (Do NOT list volunteer experience in this section.)

| School District Name/ Address/ City/ State | Position Held/ Duties | Supervisor Name/Phone # | Dates of Employment Mo/Yr to Mo/Yr | Full-time, Part-time or Substitute? | Reason for Discontinuing Employment |
|-----------------------------------------------|--------------------------|----------------------------|------------------------------------------|----------------------------------------------|-------------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

NON- SCHOOL DISTRICT WORK EXPERIENCE: Please list all other PAID work experience. Note if work was full-time, part-time, or temporary. Also list any history of non-continuous employment (such as attending school/training, home with family, etc.) in this section. Begin with the most recent experience. You may attach an additional sheet.

| Employer Name/ Address/ City/ State | Position Held/ Duties | Supervisor Name/Phone # | Dates of Employment Mo/Yr to Mo/Yr | Full, Part, Temporary Position? | Reason for Discontinuing Employment |
|----------------------------------------|--------------------------|----------------------------|------------------------------------------|---------------------------------------|-------------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

If you do not want us to contact your current employer, please check here:



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JOB SKILLS AND TRAINING SECTION – PLEASE COMPLETE ALL SECTIONS THAT APPLY.

Please complete the Language Competency information below if applying for a position with language requirements.

| | | |
|---------------------------------------------|-----|----|
| Written and Oral Language Competency | Yes | No |
| English | | |
| Other Language | | |
| Hearing/Vision Language Competency | Yes | No |
| American Sign Language | | |
| Other | | |

Job Skills: Please indicate the number of years of training and paid experience you have in each of the skill areas below:

For Secretarial/Clerical Applicants Only:

| Secretarial/Clerical | Yrs. Training | Yrs. Experience |
|----------------------------------------------------------------------------------------------|---------------|-----------------|
| Keyboarding wpm: | | |
| Library Skills | | |
| Bookkeeping | | |
| Payroll | | |
| Data Processing * | | |
| Word Processing * | | |
| Graphics | | |
| Other | | |
| * Indicate computer system/programs used: List computers/office machines you can operate: | | |

For Teacher's Aide Applicants Only:

| Teacher's Aide | Yrs. Training | Yrs. Experience |
|--------------------------------|---------------|-----------------|
| Work with Preschool | | |
| Work with Primary | | |
| Work with Secondary | | |
| Special Education/Lifeskills | | |
| Non-English Speaking | | |
| Signing/Hearing Interpreter | | |
| Keyboarding | | |
| Office Machines | | |
| Computers | | |
| Relevant Volunteer Experience: | | |

For Bus Driver Applicants Only:

| |
|--------------------------------------------------------------------------------------------------------------------------------------------|
| Transportation applicants must complete supplemental application also. Please attach to this application with a current Driver's Abstract. |
| # Years bus driving, commercial or school? |
| List restrictions on your driver's license: |
| Do you have a current driver's license endorsement for driving buses? Trucks? |
| Do you have a current passenger endorsement for driving buses? |

For Food Service (Cooks, Cashiers) Applicants Only:

| Food Service | Yrs. Training | Yrs. Experience |
|--------------------------------------------------------------|---------------|-----------------|
| Cooking/Food Preparation | | |
| Inventory/Ordering Supplies | | |
| Cashiering | | |
| Have you completed the State's Sanitation & Safety Training? | | |

| Custodial | Yrs. Training | Yrs. Experience |
|--------------------------------------|---------------|-----------------|
| Cleaning & Sanitizing | | |
| Use of Cleaning Agents | | |
| Cleaning Hardwood Floors | | |
| Stripping/Waxing Floors | | |
| Carpet Maintenance | | |
| Using Power Equipment | | |
| Refinish Gym Floors | | |
| List Any Special Custodial Training: | | |

| Grounds | Yrs. Training | Yrs. Experience |
|---------------------|---------------|-----------------|
| Grounds Care | | |
| Landscaping | | |
| Equipment Operation | | |

| Bus Maintenance Supervisor | Yrs. Training | Yrs. Experience |
|----------------------------|---------------|-----------------|
| Automotive | | |
| Truck/Heavy Duty | | |
| Diesel | | |
| Gas Engine | | |
| Transmission Work | | |
| Brakes | | |
| Overhaul | | |
| Welding | | |
| Tune-up/Trouble Shooting | | |

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FOR ALL APPLICANTS – This section must be completed and the application must be signed and dated before returning it to the Wilton School District Personnel Office, in order to be considered for any school district positions. You must also complete a job interest card for specific positions for which you are applying.

Are you able to perform the essential functions of the job(s) for which you are applying with or without accommodations? Yes No

In your own handwriting, please provide any information you desire that will afford an additional understanding of your qualifications. Your goals, objectives, philosophy and other background factors are of special interest. (Please note: this section is required to be completed to be considered for employment.)

People of disability may request reasonable accommodation in the hiring process by contacting the Superintendent at 504 Dakota Ave. PO Box 249, Wilton, ND 58579 or by calling (701) 734-6331.

The Wilton School District is a drug free, tobacco free, educational system. A fingerprint check may be a prerequisite to employment. The District employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Immigration and Naturalization Service.

I wish to be considered for employment with the Wilton School District and understand that my chances of obtaining such employment are reduced if they have incomplete information about me. I therefore authorize Wilton School District to check any references and to investigate any information provided in my application for employment as well as any other information related to my previous employers or other individuals who may have information about my work history, education, qualifications, or other matters relevant to my employability. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, without limitation, and in consideration of the district's review of this application, I hereby release the school district and the reference source from any liability in connection with its release or use. This release includes previous employers, the sources listed above and specific examples as follows: the local North Dakota State Patrol, information from the Federal Bureau of Investigation of either data on all criminal convictions, or certification that no data on criminal convictions is maintained, information from the North Dakota State Department of Social Services Child Protective Services Unit and any locality to which they may refer, for release of information pertaining to any findings of child abuse or neglect investigations involving me. I agree to hold harmless from any liability, suit, claim, or other action any party of organization supplying such information to the Montefiore (Wilton) School District. I also agree to hold harmless the Montefiore (Wilton) School District and its employees, representatives, agents, and assigns from liability, suit, claim, or other action related to seeking such information. I am aware that copies of this form may be sent to former employers or other individuals who may have information about my employment history.

Furthermore, I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission or falsely answered statement made by me on the application or any supplemental to it, or other adverse employment-related information revealed through background checks, will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

Applicant Signature

Date

Name: _____

Please Print

Last

First

Middle Initial