

# USD #505 Chetopa-St. Paul

## Application for Classified Employment

*“Making a Difference, Changing Children’s Lives, Sharing the Wonders of the World”*

**Central Office and Chetopa Campus:**  
 430 Elm Street  
 Chetopa, KS 67336  
 Ph: 620.236.7244  
 FAX: 620.236.4271  
 E-mail: [bwilliams@usd505.org](mailto:bwilliams@usd505.org)

**St. Paul Campus:**  
 1<sup>st</sup> & Washington  
 St. Paul, KS 66771  
 Ph: 620.449.2245  
 FAX: 620.449.8960  
 E-mail: [bwilliams@usd505.org](mailto:bwilliams@usd505.org)

Our mission: to provide an environment which offers every student the opportunity to receive a meaningful education.

USD #505 is an equal employment and educational opportunity agency.

- Today’s date \_\_\_\_\_ Your e-mail address: \_\_\_\_\_
- Full Legal Name: \_\_\_\_\_
- Permanent Address: \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_
- Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_
- Social Security Number: \_\_\_\_\_ Birth date: \_\_\_\_\_
- Driver’s License Number: \_\_\_\_\_
- Position Applied For: \_\_\_\_\_
- If you are related to anyone in our employment or who serves as a board of education member, please indicate that person and his/her position: \_\_\_\_\_

In addition to this application form completed in its entirety, please provide the following information (to be delivered in one package) to the office of the campus where the job is located:

- A letter of application
- A copy of your driver’s license
- A minimum of three references with complete contact information
- Any other information regarding your knowledge, skill, and experience relative to the job for which you are applying

Complete the following to the best of your ability:

**EDUCATION:**

Name of...	Location of...	Dates Attended	Diploma or Degree
High School			
Trade School			
College			
Other			

**WORK EXPERIENCE:**

Dates: From / To...	Name, Address, and Phone Number of Place of Employment	Supervisor's Name	Job Title and Description	Reason for Leaving

- Moral turpitude** is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between person, including, but not limited to theft, attempted theft, murder, rape, swindling, and indecency with a minor. Have you ever been convicted of or pled guilty or *nolo contendere* to a felony or any offense involving moral turpitude?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

- Why are you seeking to change positions or why did you leave your last position? \_\_\_\_\_

\_\_\_\_\_

- Have you ever been dismissed or asked to resign from employment? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Are you aware of any reason you would not be able to perform the duties for the position as they have been explained to you? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

