

Montrose School District #43-2

309 South Church Avenue
Montrose, SD 57048
(605) 363-5025

Classified Staff Application

Please Print or Type

Date Completed _____

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

_____ Secretary
_____ Paraprofessional
_____ Food Service

_____ Custodial
_____ Transportation
_____ Others: please explain

Applicant's Name _____

Address _____

Phone # (Home) _____

(Work) _____

(Cell) _____

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

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. Paraprofessional (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.

* * * * *

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: Montrose School District, 309 South Church Avenue, Montrose, SD 57048.

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.

Print Name

I authorize the Montrose 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 Montrose School District with information they have regarding me. I hereby release any discharge to the Montrose 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 Montrose School District is drug free/smoke free/tobacco free and that any offer of employment is conditional based upon a completed criminal background check (as required by state law).

Signature of Applicant

Date