

# Doniphan County Education Cooperative #616

P.O. Box 399 ~ 135 South Main ~ Troy, Kansas 66087

## Classified Staff (Para) Employment Application

**Notice to Applicant:** It is the policy of the Board of Directors of the Doniphan County Education Cooperative #616, Troy, Kansas to assure equal opportunity to qualified individuals regardless of their race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information, and to promote the full realization of equal employment opportunities to everyone. This policy covers all aspects of the employment relationship including recruitment, hiring, replacement, promotion, transfer, training and apprenticeship, compensation, layoff, termination, and harassment. If you have any question related to this policy please contact Shay Carter, Director, Title IX Coordinator @ 785-982-4204

**Application must be filled out completely. All fields are required.**

Today's Date: \_\_\_\_\_

### Personal Information:

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ DOB: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Work Location  
Preference: \_\_\_\_\_

Have you read the position description for this job? \_\_\_\_\_

Are you able to perform the essential functions of this position with or without accommodation? \_\_\_\_\_

Would you accept temporary or part-time employment? \_\_\_\_\_

Date Available: \_\_\_\_\_

### Education

	Name and Location of School	Graduation/completion date	
High School			
College			Number of college hours completed:
Other			
Completed GED			

**Please describe any special skills you have.**

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### **Employment History**

<b>Company Name</b>	<b>City, State</b>	<b>Phone</b>	<b>Dates of Employment</b>

### **References**

Please list 3 references and their contact information (2 professional – 1 personal)

<b>Reference Name</b>	<b>Relationship</b>	<b>Length of Time Known</b>	<b>Phone</b>

### **Criminal Legal History**

**Have you ever been convicted of a misdemeanor and/or felony charge?**

**If you answered yes, please provide the date of the conviction and explain the charges.**

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### **AGREEMENT**

I understand that if I am offered provisional employment in the school district / Doniphan County Education Cooperative that my fingerprints may be taken and a request made for a state and national criminal background check. I further understand that if the results of this criminal history check reveal that I have been convicted of any offense or any attempt to commit any offense specified in K.S.A. 1999 Supp.72-1397 any amendments thereto that my employment may be terminated.