

# Southeast USD 247 - Certified Job Application

## PERSONAL INFORMATION

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First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_

Phone 1 \_\_\_\_\_

Phone 2 \_\_\_\_\_

Position(s) Applying For:

Street Address

City

State

Zip

## BACKGROUND INFORMATION

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Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

1. Have you ever been convicted of a violation of law other than a minor traffic violation? (Yes or No) If yes, please explain: \_\_\_\_\_
2. Have you ever had a professional certificate revoked or suspended? (Yes or No) If yes, please explain \_\_\_\_\_
3. Have you been convicted of any offense for physical or sexual abuse of a child? (Yes or No) If yes, please explain \_\_\_\_\_
4. Have you ever had a charge of child abuse against you substantiated? (Yes or No) If yes, please explain \_\_\_\_\_
5. Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from the employment of another school district? (Yes or No) If yes, please give the name of the district, the date and the reason for the resignation or termination. \_\_\_\_\_

## EDUCATION AND CERTIFICATION

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(Provide on a Resume' your complete educational history to include high school and all post-secondary institutions. List any degrees obtained or certifications held.)

## EMPLOYMENT HISTORY AND REFERENCES

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(Provide on a Resume' your employment history and a minimum of three references.)

## HONORS, AWARDS, PUBLICATIONS, AND MEMBERSHIPS

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(Provide on a Resume')

## BACKGROUND AUTHORIZATION

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### Background Authorization

Background Screening Authorization and Disclosure

As part of the application process for employment, I understand that USD #247 may conduct an investigation of my personal information. The investigation might include, but is not limited to names and dates of previous/current employment, work experience, workers' compensation claims, criminal history records (from state, federal and other agencies), motor vehicle records, military records, names and dates of education, credit history, and bankruptcy records. I understand that these records may be used for the eligibility of my employment. I authorize without reservation the full release of these records and for National Screening Bureau and/or its agents contacted by National Screening Bureau to obtain information.

In addition, I release and discharge National Screening Bureau, and all of its agents and associates, any expenses, losses, damages, liabilities, or any other charges or complaints for the investigative process. I also authorize the full release of the information described above, without any reservation, throughout any duration of my employment at the above stated entity. I also certify that all information provided is correct on the application and my resume to the best of my knowledge. Any false statements provided will be considered just cause for termination of employment.

Upon Request, National Screening Bureau will supply a copy of my report and my rights under the Fair Credit Reporting Act. Requests may be directed to: National Screening Bureau, 920 N Tyler, Suite 302, Wichita, KS 67212 or by contacting us at 1-877-263-4405.

Applicant Signature \_\_\_\_\_

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