

# **HOLDREGE PUBLIC SCHOOLS**

## **APPLICATION PROCESS FOR CLASSIFIED EMPLOYEES**

1. Complete the Holdrege Public Schools Classified Personnel Application form.
2. Provide a list of references.
3. Positions which require certification (i.e., nurse) may require application letter.

Any applicant may include any other relevant materials with an application that are appropriate to the position for which the applicant is applying. A resume, for example, is an asset to an applicant's file. Letters of reference may also be submitted if available.

### ✓ **Screening of Applications**

The Supervisor (i.e., Principal, Special Services Director, Buildings & Grounds Supervisor, Business Manager, etc.) for the position will review the applications of candidates who qualify for a vacant position. After an initial screening of all candidates, a list of applicants will be invited for a personal interview.

### ✓ **Interviews**

Candidates will be contacted by phone for an interview. Typically, the Supervisor of this position will interview the candidates, but some positions may require an interview with a selection team. Once all interviews have been completed, the Supervisor will review with the Superintendent his/her preferences for the position. The final recommendation to offer the position is made by the Superintendent of Schools.

### ✓ **Offering a Position**

Offering of the position of employment will be made by the Supervisor after consultation with the Superintendent. Any person offered a position will have a criminal background check conducted by the district, as specified on the application. Any false information on the application will immediately nullify any offer made by the District. Once a position has been offered and accepted, other candidates who were interviewed for a position will be notified that the position has been filled.

### ✓ **Active Status of Applications**

Once the application process has been completed, all applicants' application information will be kept on file for six months. An applicant may remove an application from further consideration by notifying the District of no further interest in any future openings.

### **Non-Discrimination in Education Programs and Activities**

It is the policy of the Holdrege Public Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, gender, or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1954 Civil Rights Act, Title IX of the 1972 Education Amendments, the Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Educational Opportunity Act. If you require special accommodations, please call Cynthia Wendell at (308) 995-8663.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of gender, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide the prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to Cynthia Wendell, 505 14<sup>th</sup> Avenue, Holdrege, NE 68949, (308) 995-8663 or in the case of Title IX and the Section 504 Rehabilitation Act to the Director of the Region VII Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153 or call (816) 891-8026.

# HOLDREGE PUBLIC SCHOOLS

**Classified Personnel Application**  
 505 14th Avenue, PO Box 2002  
 Holdrege, Nebraska 68949-2002  
 Phone: (308) 995-8663      Fax: (308) 995-6956

Last Name	First	Middle	Social Security Number
Address		City & State	Zip Code
Phone			Date

Record of Education			
School Name (include high school, college, and graduate work):	Address (include city/state/zip)	Course of Study	Diploma/Degree Received
High School			
College or University			
Other (Specify)			

Clerical, Paraeducator & Other Professional Non-Teaching				
Kind of work preferred:				
Professional Certification (RN, OT, PT, teaching or substitute teaching certificate, etc.):				
Technology/Computer Skills: (specify systems/software)				
Keyboarding skills:	Poor	Fair	Good	Excellent
Other skills:				

Custodial/Maintenance & Transportation				
Kind of work preferred:				
Equipment/Machinery operated:				
Custodial/Maintenance Skills:				
Computer keyboarding skills:	Poor	Fair	Good	Excellent
Vehicle Operator License Qualifications:				
Other skills:				

<b>Date you can start:</b>			
<b>Salary expectations:</b>		<b>Current Salary:</b>	

<b>Employment History</b>				
Name & Address of Employer (BEGIN WITH MOST RECENT)	Dates From -To	Job Title or Nature of Work	Reason for Leaving	Name of Supervisor

Reason for leaving last position?

Please list any activities, honors, and/or other information which you believe will assist in arriving at a true estimate of your qualifications.

<b>References (These should be persons qualified to give information to show your fitness for the position you seek.)</b>		
Name	Address and Telephone Number	Position
1.		
2.		
3.		
4.		

Return this completed application and resume to:

Holdrege Public Schools  
 Central Office  
 505 14<sup>th</sup> Avenue  
 PO Box 2002  
 Holdrege, Nebraska 68949-2002

Revised: 3/07



## PERSONAL DISCLOSURE

RESPOND TO EACH ITEM. If there is no response to any item, or if the required attachments are not included, or if the application is not signed, your application will be removed from consideration. Information provided in this disclosure will not automatically bar you from employment but will be considered in view of all relevant circumstances.

1.        No        Yes        Have you ever received a ticket, been charged with an offense, or been arrested for anything other than a minor traffic violation? (If you are unsure if a ticket, charge or an arrest was for a minor traffic violation, answer "YES"). If you answered yes to Question #1, you must explain each situation, including location(s), date(s), agency(ies) involved, and the outcome of each ticket, charge, or arrest. (Please attach and label your explanation).
2.        No        Yes        Have you ever had any license, permit, or certificate terminated, revoked, suspended, received a private or public reprimand or admonishment from a licensing agency (e.g., Nebraska Department of Education) or been subject to a judicial restraining or contempt order? If you answered yes to Question #2, you must attach an explanation of each situation including dates, location, agencies involved, and the outcome of each situation.
3.        True  
          Not True        I affirm that NONE of the information identified in Questions #1 and #2 in any way involved any of the following: (a) a felony; (b) rape, including statutory rape, or any other sexual assault; (c) sexual conduct with a minor of any kind; (d) abuse of a minor or child of any kind; (e) endangerment of a child or debauching of a minor; (f) public indecency; (g) prostitution, pandering, or keeping a place of prostitution; (h) assault or battery; (i) kidnapping, false imprisonment or abduction; (j) child pornography; or (k) any offense in which a minor was a victim or witness.
4.        No        Yes        Are you a citizen of the United States?
5.        No        Yes        Do you need any accommodations for interviewing? If yes, what type: \_\_\_\_\_  
\_\_\_\_\_
6.        \_\_\_\_\_ Check if former Holdrege Public Schools Employee. Date of Separation: \_\_\_\_\_

**Date available to begin work with the Holdrege Public Schools:** \_\_\_\_\_

## VERIFICATION

**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 it is my responsibility to immediately provide updated, correct information if any of the information changes at any time. I understand that any omission, falsification or misrepresentation made by me on this application or any supplement to it will be sufficient grounds for failure to employ me or for my discharge should I become employed with the school district.**

**I understand that the disclosure of my social security number is optional. It may be used to conduct background checks for employment purposes and for personnel and payroll processing.**

\_\_\_\_\_  
Legal Signature of Applicant

\_\_\_\_\_  
Date



# Division of Children and Family Services

State of Nebraska  
Dave Heineman, Governor

## AGENCY REQUEST FOR INFORMATION FROM THE NEBRASKA ADULT AND CHILD ABUSE AND NEGLECT REGISTER/REGISTRY

**The State of Nebraska approved this form, any alteration will invalidate it.**

I hereby request information from the Nebraska Adult and Child Abuse and Neglect Registry. I agree to use the requested information to determine whether to hire or retain the individual to provide care, custody, treatment, transportation or supervision of children or vulnerable adults.

**Agency Name/ Fax: One Source, The Background Check Company –Fax 1-800-929-8117**

**Please do not use abbreviations**

**Address and Phone Number: P.O. Box 24148, Omaha, NE 68124—Attn Nick Jasa**

I hereby authorize the Division of Children and Family Services to disclose whether I have an Adult and/or Child Abuse and Neglect Register/Registry record to the above-named agency.

**Print Full Legal Name: (applicant)** \_\_\_\_\_

\_\_\_\_\_  
**Signature (applicant)** **Date**

**Current Address:** \_\_\_\_\_  
**(Street/City/State/Zip)**

\_\_\_\_\_  
**Applicant Date of Birth** **Applicant Social Security Number**

**Other names previously used such as former married names, maiden name and nick names. Please Print.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Names and birth dates of your children and children who have lived with you. Please Print.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any Address at which you have resided during the past 20 years. Please Print.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_