

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 14th 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:				

Date you can start:			
Salary expectations:		Current Salary:	

