



Ketchikan Gateway Borough School District APPLICATION FOR EMPLOYMENT

333 Schoenbar
Ketchikan, Alaska 99901
(907)225-2118
Fax (907)225-2356

Type of work you are applying for: Clerical Paraprofessional Maintenance Substitute
Custodian Other _____

The district requires that you fill in all information on this application even if you are attaching a resume.

Name : _____ S.S. #: _____

Mailing Address: _____

Residence Address: _____ Phone: _____

City _____ State _____ Zip _____

Are you over 18 years old? Y N

Are you able to read, write, understand and speak English? Y N

Have you worked for the school district before? Y N

If yes, in what position? _____

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Y N

Can you perform these essential functions with or without reasonable accommodation? Y N

Do you have a valid Alaska Driver's License? Number: _____ Y N

Substitutes only: Are you Highly Qualified? Y N

Two years of college (at least 48 semester hours), or Associates degree or higher, or pass ETS parapro test.

EDUCATION

Education	Name & Location of School	Last Year	Major	Diploma/Degree
High School				
College				
College				
Other				

WORK HISTORY

Start with your last or present position and work backward. Attach additional sheets as needed.

Job Title	Employer & Address	Dates Employed	Salary/Wage	Reason for Leaving

EMPLOYER REFERENCES

Supervisor/Personnel Director	Company/Position	Address/Phone

PERSONAL REFERENCES

Name	Company/Position	Address/Phone

AFFIDAVITS AND AUTHORIZATION FOR RELEASE INFORMATION

Have you ever been convicted of a felony?*	Y	N
(Conviction will not necessarily disqualify an applicant for employment.)		
Have you ever been convicted of any offense involving sexual abuse or molestation of a minor or any other form of child abuse?*	Y	N
Have you ever been convicted for any offense involving contribution to the delinquency of a minor?*	Y	N
Have you ever been convicted of a violation resulting in personal injury or destruction of property within the last 10 years?*	Y	N
Have you ever committed any act that would constitute a crime of moral turpitude?*	Y	N

A crime of moral turpitude under the Laws of the State of Alaska is a crime involving acts that are immoral or wrong in themselves such as murder, sexual assault, robbery, kidnapping, incest, arson, burglary, theft and forgery.

***If you answered “yes,” please give complete details on a supplemental sheet.**

APPLICANT’S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the district to make an investigation of any of the facts set forth in this application. I authorize the release of any data needed to support this application from previous or current employers or any law enforcement agency.

Signature

Date

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Ketchikan Gateway Borough School District shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in its education programs, activities or hiring practices.

The Board of Education of the Ketchikan Gateway Borough School District, in compliance with AS 18.35.300, has established that there will be no designated smoking areas on school district property. Applicants for employment may need to consider the no smoking policy when applying for positions with this school district.

Revised: 1/00