

**Valdez City School District
Information And Instructions
Applicants For Classified Positions**

POSTING PERIOD: Applications are accepted only during the period listed on each position vacancy announcement and only for the specific position which has been advertised.

POSITION ELIGIBILITY: It is the District's objective to hire well-qualified applicants. Read the position vacancy announcement carefully. You must meet the position requirements in order to be considered for a position. All applicants are required to have a high school diploma or equivalent.

APPLICATION MATERIALS: It is your responsibility to fill out the application completely, accurately and to include all information which is relevant to the position. You may submit additional information or resumes, but they do not substitute for fully completing the application form. [Note: Some positions require a resume; check the position vacancy announcement.] Any supplements should be on 8.5 x 11 paper. Applying for a job is a serious matter; you should do your utmost to provide an application which will reflect favorably upon you as an applicant. Please include three letters of recommendation with your application. All materials must be submitted by the application deadline. **IF YOUR APPLICATION FORM IS NOT COMPLETELY FILLED OUT, YOUR APPLICATION MAY NOT BE CONSIDERED.**

TESTS: Certain positions require a test to establish eligibility for the position. You must complete any appropriate test prior to the application deadline.

INTERVIEWS: The most qualified applicants will be selected for interviews.

SELECTION: The applicant selected for the position will be contacted by a representative of the Valdez City School District. No other contact can be considered official. If you cannot be contacted in a reasonable time, another applicant may be selected.

EMPLOYMENT REQUIREMENTS: If you are selected, the following will be required:

A yearly negative tuberculin test (State Law).

A security check. You will be required to provide fingerprints and undergo a federal and state criminal history check.

Complete an Employment Eligibility Verification Form I-9. Verification of eligibility must be completed within three business days of hire date (Federal Law).

A school physical to be on file within 30 days of employment renewable every three years.

SUBSTITUTES: Valdez City School Board Policy requires a school physical performed by a Licensed Medical Physician (and completion of Form 13) to be completed and submitted with your completed application and three letters of recommendation, prior to your name being added to the District's Substitute List. The school physical performed by a Licensed Medical Physician is renewable every three years. A Tuberculosis (T.B.) Test performed by a Licensed Medical Physician or Health Nurse is renewable each year.

Note:

If you are not hired for the position for which you initially apply, it is your responsibility to notify the Valdez City School District office that you wish to be considered for any vacancy which may be advertised in the future.

Valdez City School District
P.O. Box 398 - 1112 West Klutina Street
Valdez, AK 99686
TEL: (907) 835-4357,
FAX #(907-835-4964
www.valdezcityschools.org

Applying For

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| | | | | | |
|-----------------------|------------|---------------|-------|--------------------|-------------------|
| Last Name | | First Name | | MI | Social Security # |
| Previous Name(s) Used | | | | | |
| Present Address | | City | State | Zip | |
| Permanent Address | | City | State | Zip | |
| Home Phone | Work Phone | Message Phone | | Leave Message With | |
| E-Mail Address | | | | | |

Former Valdez City School District Employee? No Yes Former Position

Current Valdez City School District Employee? No Yes Current Position

EDUCATION

| School Name | City/State | Dates Attended | | Graduated | | Major Course or Subject | Degree/Cert | Sem Hours |
|--------------------------|------------|----------------|----|-----------|----|-------------------------|-------------|-----------|
| | | From | To | Yes | No | | | |
| High School | | | | | | | | |
| College/University | | | | | | | | |
| | | | | | | | | |
| Technical/Trade School | | | | | | | | |
| | | | | | | | | |
| Other Education/Training | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Official transcripts from all institutions may be required if hired. Use a separate sheet for any additional educational background.

AK Driver's License # _____
 License Type _____
 Expiration Date _____

| | | |
|---------------------------------|---------------|------------|
| OFFICE USE ONLY | | |
| Application Processed By: _____ | | |
| Date _____ | Counter _____ | Mail _____ |

Last Name

First Name

Social Security #

QUALIFICATIONS AND SKILLS

Typing

FOR OFFICE USE ONLY

WPM _____

Verification

Office Skills

- Accounting
- Accounts Receivable
- Accounts Payable
- Bookkeeping
- Data Entry
- Filing
- Inventory
- Letter Composition
- Purchasing
- Recordkeeping-Financial
- Recordkeeping-Payroll
- Reports-Statistical
- Reports-Financial
- Report Writing
- Shorthand
- Other

Office Equipment

- Dictation
- Fax
- Photocopiers
- 10 Key Calculator
- Telephones
- TTY/TDD
- Typewriter-Memory
- Other

Computers

- Circulation Plus
- ClarisWorks
- Filemaker Pro
- LaserCat
- MacDraw
- Microsoft Email
- Microsoft Excel
- Microsoft Word
- PageMaker
- Other

Computers/Applications

- IBM-AK Career Inventory System
- IBM-Circulation Plus
- IBM-LaserCat
- Other

Fluent in Languages other than English

Instructional Aide

- Arts/Crafts
- Bilingual-ESL
- Grammar
- Math
- Music
- Reading
- Science
- Other-Explain:

Special Education Aide

- Emotionally Disturbed
- Deaf Interpreter-Signing Type _____
- Learning Disabled
- Mentally Retarded
- Physically Disabled
- OT/PT
- Speech/Language
- Other-Explain:

Crafts & Trades

- Heating and Ventilation
- Plumber
- Electrician
- Electronics
- Mechanic
- Carpenter
- Truck Driving Type: _____
- Warehousing
- Other-Explain:

Other

- Commercial/Institutional
- Current First Aid Card Expires _____
- Food Service
- Institutional Cleaning/Custodial
- Safety/Security
- Other-Explain:

Last Name

First Name

Social Security #

EMPLOYMENT RECORD

Start with present or most recent, list all previous employers. Include self-employment, summer and parttime jobs. If more space is required, please continue on a separate sheet. You may attach resume, but complete this application as well.

| | | | | |
|--------------------------|----------|-----------------|------------|--------------------------|
| Dates Worked From To | Hrs/Week | Starting Pay | Ending Pay | Job Classification/Title |
| Last or Present Employer | | | | Description of Duties |
| Street Address | | City, State ZIP | | |
| Supervisor's Name | | Telephone | | |
| Reason for Leaving | | | | |
| Dates Worked From To | Hrs/Week | Starting Pay | Ending Pay | Job Classification/Title |
| Last or Present Employer | | | | Description of Duties |
| Street Address | | City, State ZIP | | |
| Supervisor's Name | | Telephone | | |
| Reason for Leaving | | | | |
| Dates Worked From To | Hrs/Week | Starting Pay | Ending Pay | Job Classification/Title |
| Last or Present Employer | | | | Description of Duties |
| Street Address | | City, State ZIP | | |
| Supervisor's Name | | Telephone | | |
| Reason for Leaving | | | | |
| Dates Worked From To | Hrs/Week | Starting Pay | Ending Pay | Job Classification/Title |
| Last or Present Employer | | | | Description of Duties |
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| Supervisor's Name | | Telephone | | |
| Reason for Leaving | | | | |

Last Name

First Name

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| Last or Present Employer | | | | Description of Duties |
| Street Address | | City, State ZIP | | |
| Supervisor's Name | | Telephone | | |
| Reason for Leaving | | | | |

REFERENCES List three references, other than relatives, who have knowledge of your work experience and abilities. At least one should be a previous supervisor. You must include your most recent supervisor.

| Name | Title | Address | Phone |
|------|-------|---------|-------|
| | | | |
| | | | |
| | | | |

Name and relationship of relatives who work for the Valdez City School District or who serve on the Valdez City School District Board of Education (if any):

| Name | Relationship | Department |
|------|--------------|------------|
| | | |

“Yes” answers to the following four questions will not necessarily result in the denial of employment. The District will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist in the District in determining your eligibility, qualifications, and suitability for employment. Attach additional sheets if necessary.

1. Have you ever been convicted of, admitted committing, or are awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer “YES” even if the matter was later dismissed, deferred, vacated, or expunged. If you answer “YES” you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

_____ YES _____ NO

2. Have you ever been dismissed (fired) from any job or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer “YES” even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “YES” you must provide the date of termination of employment, the name, address, and telephone number of the employer(s) and a statement of the alleged reasons for termination.

_____ YES _____ NO

3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) denied, revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before, any licensing, certification or other regulatory agency or body, public or private? If you answer “YES” you must provide the dates of proceedings, name, address, and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

_____ YES _____ NO

4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer “YES” you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

_____ YES _____ NO

5. Have you ever voluntarily given up a certificate?

_____ YES _____ NO

If yes please explain: (Use additional sheet if necessary) _____

APPLICANT NOTE

I understand that the Valdez City School District will conduct a background check which will gather personal information from business associates, financial sources, present and previous employers, state and/or local law enforcement agencies, and others familiar with my background. This background check may include information regarding my character, reputation, personal characteristics, previous employers, educational background, current and previous residence locations, and law enforcement records. I hereby authorize the District to obtain information of this type to complete the background check. I release Valdez City School District and any person providing information to Valdez City School District from any liability arising from or related to the release of any information pertaining to my employment application. I certify that all statements made on this application are true and complete to the best of my knowledge, and that any false statements may subject me to disqualification from the employment and/or dismissal from employment if the misrepresentation is discovered after my employment begins. I further understand that I may not be employed as a permanent employee of the Valdez City School District unless and until the Valdez City School Board of Education has approved my employment.

It is my understanding that additional testing of job-related skills may be required prior to employment.

It is my understanding that after an offer of employment, and prior to reporting to work, I will be required to submit to a medical review. Depending on District policy and the needs of the job, I may be required to be examined by a medical professional designated by the District.

It is my understanding that the use of illegal drugs is prohibited during employment. If District policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

It is my understanding that employment with the Valdez City School District requires the approval of the Superintendent of Schools, and must be ratified by the School Board.

CERTIFICATION AND RELEASE

I have reviewed the job description and requirements for which I am applying and understand these requirements.

YES _____ NO _____

Are you able to perform the essential job functions of the position for which you are applying with or without accommodations?

YES _____ NO _____

Every answer I have provided is both complete and truthful. I understand and agree that (1) if any information is omitted from or not filled in on this application, or if false information is furnished, the District will reject my application, (2) if any false information is furnished I will be ineligible for any future consideration for employment and may be subject to criminal prosecution, and (3) if I am employed by the District, I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.

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Print Name

Signature

SS#

Date

