

OTTO-ELDRED SCHOOL DISTRICT

General Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Have you ever worked for this District? YES NO
☐ ☐ If yes, when? _____

Have you ever been convicted of a felony? YES NO
☐ ☐ If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Previous Employment

Company: _____ **Phone:** _____
Address: _____ **Supervisor:** _____
Job Title: _____ **Ending Salary:** \$ _____

Responsibilities: _____

From: _____ **To:** _____ **Reason for Leaving:** _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ **Phone:** _____
Address: _____ **Supervisor:** _____
Job Title: _____ **Ending Salary:** \$ _____

Responsibilities: _____

From: _____ **To:** _____ **Reason for Leaving:** _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ **Phone:** _____
Address: _____ **Supervisor:** _____
Job Title: _____ **Ending Salary:** \$ _____

Responsibilities: _____

From: _____ **To:** _____ **Reason for Leaving:** _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ **Date:** _____

EQUAL RIGHTS AND OPPORTUNITIES POLICY

The Otto-Eldred School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin/ethnicity or handicap/disability. The Otto-Eldred School District will make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

This statement is in compliance with federal laws (including Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990), state laws, and State Department of Education regulations concerning equal rights and opportunities.

The Title IX Compliance Officer and Section 504 Coordinator is: Jodi Flexman, Otto-Eldred School District, Phone (814) 817-1380.