

Dear Classified Applicant

Thank you for your interest in a position in Mobridge-Pollock School District #62-6. The following instructions outline the application procedures and the conditions under which you might be employed by the Mobridge-Pollock School District #62-6. Please read the instructions carefully

Mobridge-Pollock School District #62-6 hires staff based on their ability to “sell” their knowledge, skills, expertise and energies as they relate to any advertised position. It is extremely important for you to provide as much information as possible to allow us to determine if you have the skills necessary to fill the job. You may add to this application, letters of reference, resume, special certificates and/or samples of work if you believe it will help us know your abilities more thoroughly. Remember, the more information you provide, the better your chances are of being interviewed for the position.

In order to be considered for a position with Mobridge-Pollock School District #62-6, your **application must include** all of the following:

_____Completed application form

_____ **No less than three** reference names, complete with telephone numbers and addresses for supervisors or administrators under whom you have worked in the past eight years.

A personal interview is required for employment. If you are considered for a vacancy, the principal/supervisor will contact you to schedule an appointment.

Should you experience a change of name, address, or telephone number after you have submitted your application, please notify our District Office of the changes in **writing**.

If you are hired, you will be required to furnish the following

1. Evidence of eligibility of employment as required by the Immigration and Naturalization Service.

Other conditions of employment include, but are not limited to:

2. W-4 form (must be completed at the Mobridge-Pollock School District office)
3. All new employees must have a Criminal Background Check completed (District expense)
4. All new employees must have a completed “School Employee Certification of Health” on file (physical exam and TB test required – employee expense)

Please call if you have questions concerning the application process or conditions of employment.

We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people, regardless of Race, Color, Religion, Gender, Age, National Origin, Sexual Orientation, Veteran Status, Disability or Genetic Information. Additionally, we prohibit Retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Mobridge-Pollock School District #62-6
Mobridge, SD 57601

FOR OFFICE USE ONLY

Check List

- | | |
|--|---|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Applicants Oath |
| <input type="checkbox"/> References | <input type="checkbox"/> DE Background Check |
| <input type="checkbox"/> Employer Check | <input type="checkbox"/> Criminal History Check |
| <input type="checkbox"/> Resume | <input type="checkbox"/> Commitment |
| <input type="checkbox"/> Fingerprints | <input type="checkbox"/> Interview |

Position Preference(s) _____

Would you like to substitute
 Yes No

APPLICATION FOR CLASSIFIED POSITION

PERSONAL INFORMATION

Last Name, First, Middle (Mr/Mrs/Ms)

Other names that files may be listed under

Street Address

City, State, Zip Code

Telephone Numbers

Contact if you are unavailable

Home: _____

Name _____

Work _____

Phone Number() _____

Social Security Number _____

E-mail address _____

DRIVING HISTORY

Do you have a valid SD Driver's License? Yes No Driver's License Number _____

Do you have a Commercial Driver's License? Yes No

PHYSICAL IMPAIRMENT

Do you have any impairment: physical, mental, or medical, which could interfere with your ability to perform the job for which you have applied? Yes No

If yes, please explain _____

Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical. If space is not adequate to list all past employment, continue on a separate sheet

MOST RECENT EMPLOYER

Are you currently working for this employer? ___Yes___No

If yes, may we contact? ___Yes___No

School/Company Name City State Phone Number

Street Address

Dates Mo/Yr Job Title Supervisor Salary

to

Reason for Leaving

SECOND MOST RECENT EMPLOYER

School/Company Name City State Phone Number

Street Address

Dates Mo/Yr Job Title Supervisor Salary

to

Reason for Leaving

THIRD MOST RECENT EMPLOYER

School/Company Name City State Phone Number

Street Address

Dates Mo/Yr Job Title Supervisor Salary

to

Reason for Leaving

FOURTH MOST RECENT EMPLOYER

School/Company Name City State Phone Number

Dates Mo/Yr Job Title Supervisor Salary

to

Reason for Leaving

FIFTH MOST RECENT EMPLOYER

School/Company Name City State Phone Number

Dates Mo/Yr Job Title Supervisor Salary

to

Reason for Leaving

PROFESSIONAL REFERENCES

NAME	TITLE/ ORGANIZATION	ADDRESS	CITY,STATE	PHONE NUMBER
				home _____ work _____
				home _____ work _____
				home _____ work _____
				home _____ work _____
				home _____ work _____