Exira- Elk Horn- Kimballton Community School District

Employment Application

Applicant Information

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

Address: _____
Street Address   *Apartment/Unit #*

_____
City   *State*   *ZIP Code*

Phone: _____   **Email** _____

Date Available: _____ **Position Applied for:** _____
Are you a citizen of the United States?   YES ☐   NO ☐
    If no, are you authorized to work in the U.S.? YES ☐   NO ☐
Have you ever worked for this company?   YES ☐   NO ☐ If yes, when?_____
Have you ever been convicted of a felony?   YES ☐   NO ☐
    If yes, explain:_____

Education/Military Service

High School: _____   **Address:** _____
From:_____ To: _____   Did you graduate?   YES ☐ NO ☐
College: _____   **Address:** _____
From: _____ To: _____   Did you graduate?   YES ☐   NO ☐
Degree: _____
Military Branch:_____ From:_____   To:_____

References

Please list three professional references.

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

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

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

Job Skills/Qualifications for this Position

_____
_____
_____
_____

Previous Employment

Company: _____ **Phone:** _____

Address: _____ **Supervisor:** _____

Job Title: _____

Responsibilities: _____

_____

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

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

_____

Company: _____ **Phone:** _____

Address: _____ **Supervisor:** _____

Job Title: _____

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:_____

The Exira- Elk Horn- Kimballton Community School District is an Equal Employment Opportunity/Affirmative Action Employer.