Duchesne County School District Employment Application

1010 E 200 N Roosevelt, UT 84066 (435) 725 - 4500 www.dcsd.org

I. PERSONAL INFORMATION

	First	Middle	Last	Email Address:
Full Name:				

	Street/Box	City	State	Zip
Mailing Address:				

Personal Phone: _____ Work Phone: _____

Position(s) For Which You Are Applying:

Substitute (please indicate what position you want to sub for):							
Teaching/Admin:		Maintenance:		Secretary:		Aide:	
Food Service:		Custodian:		Bus Driver:		Other:	

II. TRAINING, EXPERIENCE, REFERENCES: Complete this section **OR** attach a resume with applicable information.

TRAINING:

A. HIGH SCHOOL

	YES	NO
Have you graduated from High School or received an Equivalency Diploma (GED)?		
If NO, enter the highest grade completed:		

B. VOCATIONAL AND/OR OTHER POSTSECONDARY TRAINING

School	Dates Attended	Degree or Certificate	End Date

C. COLLEGE UNDERGRADUATE WORK

College/University	Dates Attended	Degree or Certificate	End Date

D. COLLEGE GRADUATE WORK

College/University	Dates Attended	Degree	End Date

E. LANGUAGES OTHER THAN ENGLISH

Language	Level of Proficiency

F. LIST ANY ADDITIONAL CERTIFICATES, AWARDS, OR SPECIALIZED TRAINING:

EXPERIENCE: Complete the following **OR** attach a resume with applicable information. Describe your three most recent periods of employment (full/part-time), including volunteer work. Attach additional pages if desired.

Employer:			Phone:	
Address:				
Your Position/Title:				
Supervisor:			Phone:	
Period of Employment:	From:	To:	Salary:	
Duties/Accomplishments:				
Reason For Leaving:				

Employer:			Phone:	
Address:				
Your Position/Title:				
Supervisor:			Phone:	
Period of Employment:	From:	To:	Salary:	
Duties/Accomplishments:				
Reason For Leaving:				

Employer:			Phone:	
Address:				
Your Position/Title:				
Supervisor:			Phone:	
Period of Employment:	From:	To:	Salary:	
Duties/Accomplishments:				
Reason For Leaving:				

REFERENCES: Complete the following **OR** attach a resume with applicable information. List three persons who are not related to you and who have a definite knowledge of your qualifications for the position for which you are applying.

Full Name	Business or Occupation	Business or Home Address	Phone

III. BACKGROUND INFORMATION:

		YES	NO
1	Have you ever been convicted of a violation of law other than a minor traffic violation? (DUI and DWI convictions are not minor and must be reported.)	☐	☐
2	Have you ever been arrested for a felony?	☐	☐
3	Have you ever been charged with a felony?	☐	☐
4	Have you ever been convicted of a felony?	☐	☐
5	Have you ever been arrested (even if no contest or charges dropped or pled down) for a sex related offense?	☐	☐
6	Have you ever been charged (even if no contest or charges dropped or pled down) with a sex-related offense?	☐	☐
7	Have you ever been convicted (even if no contest or charges dropped or pled down) of a sex-related offense?	☐	☐
8	Have you ever been arrested (even if no contest or charges dropped or pled down) for a drug-related offense?	☐	☐
9	Have you ever been charged (even if no contest or charges dropped or pled down) with a drug-related offense?	☐	☐
10	Have you ever been convicted (even if no contest or charges dropped or pled down) of a drug-related offense?	☐	☐
11	Have you ever been arrested for an act of violence, including domestic violence?	☐	☐
12	Have you ever been charged for an act of violence, including domestic violence?	☐	☐
13	Have you ever been convicted for an act of violence, including domestic violence?	☐	☐
14	Have you ever pled guilty and had your guilty plea held in abeyance in a criminal proceeding?	☐	☐
15	Have you ever been placed on probation in conjunction with a criminal charge or conviction?	☐	☐
16	Have you ever been discharged or separated from a position with a school district or been asked to resign a licensed position.	☐	☐
17	Have you ever been the subject of an investigation by a school district or any other employer?	☐	☐
18	Have you ever been denied a teaching certificate anywhere?	☐	☐
19	Has your professional license ever been revoked?	☐	☐
20	Is disciplinary action currently pending anywhere against your certificate?	☐	☐
21	Have you ever had sanctions placed on your teaching certificate for any reason?	☐	☐

IF YOU ANSWERED YES TO ANY QUESTION FROM #1-21, ATTACH A LETTER OF EXPLANATION.

		YES	NO
22	Are you a citizen of the U.S.?	☐	☐
	If NO, are you eligible to work in the U.S. in accordance with immigration law?	☐	☐
23	Are you willing to accept part-time or temporary employment?	☐	☐
24	Have you ever worked for a school district in the State of Utah? If YES, where?	☐	☐
25	Do you have any relatives currently employed by this district? If YES, who?	☐	☐

IV. ATTACH COPIES OF TRANSCRIPTS, CERTIFICATES, OR OTHER RELEVANT DOCUMENTATION AS NEEDED.

V. AGREEMENT:

"I understand that any false statements, omissions, or misrepresentations in the application or interview process may result in the termination of the hiring process; the termination of employment, if provided; or the termination or restriction of benefits, should a false statement, omission, or misrepresentation be later discovered."

"I understand that prior to being offered employment with Duchesne County School District, I may be requested to take an employment examination and/or be personally interviewed. In the event I have a disability which will affect my ability to take the test and/or my ability to effectively present myself at an interview, I understand that it is my responsibility to inform Duchesne County School District so that a reasonable accommodation can be made. Accommodations may include accessible sites, modified conditions, and assessable testing formats. Duchesne County School District reserves the right to require medical documentation concerning the need for the accommodation."

"I understand that, as required by Utah Statute, I will be required to undergo an investigation of my background, including a criminal background check. I further understand that I may be required to pay for this investigation. In conjunction with this investigation, I authorize the release of information in connection with this application by former employers and supervisors. I agree to indemnify and hold harmless former employers and supervisors from any action in conjunction with their release of information with regard to these inquiries."

Signature: _____ Date: _____

Duchesne County School District is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical condition, or disability.

Completed forms may be hand delivered or emailed to the principal of the school you are applying to. You can find their email address on www.dcsd.org. If you are applying for a district position, give the form to the district office, mail it to the address above, or email the form to **hr@dcsd.org**

Last updated on July 30, 2026

THIS ENTIRE PAGE IS FOR BUS DRIVER APPLICANTS ONLY

VI. DRIVERS LICENSE AND EXPERIENCE

State	License No.	Type	Expiration Date

Class of Equipment	Type of Equipment (Van, Tank, etc.)	Dates: From To	Approx. No. of Total Miles	Approx. No. of Miles Last 12 Months
Bus (School or Transit)				
Straight Truck				
Tractor & Semi Trailer				
Tractor & Two Trailers				

Endorsements:	

ACCIDENT RECORD FOR PAST 3 YEARS OR MORE (personal and commercial). ATTACH ADDITIONAL SHEET AS NEEDED.

	Dates	Nature of Accident (Head-on, Rear-end, Etc.)	Fatalities	Injuries
Last Accident				
Next Previous				
Next Previous				

TRAFFIC CONVICTIONS AND FORFEITURES FOR PAST 3 YEARS (OTHER THAN PARKING)

Location	Date	Charge	Penalty

	YES	NO
Have you ever been denied a license, permit or privilege to operate a motor vehicle?		
Has any license, permit or privilege ever been suspended or revoked?		
Have you ever been convicted of a felony?		
(IF ANSWER IS YES TO ANY OF ABOVE 3 QUESTIONS ATTACH STATEMENT GIVING DETAILS)		

The position for which I am applying is classified as a "safety sensitive" position and I understand and agree to the following: I am subject to alcohol and drug testing and that it is a violation of state policy to refuse to be tested; that an essential function of any job classified as "safety sensitive" is that the person holding such job be free of the drugs prohibited by the Omnibus Transportation. Employee Testing Act of 1991 while on duty; that such person my not perform "safety sensitive" duties with a blood- alcohol concentration higher than .001; that if confirmed blood, urine, saliva or breath tests conclusively demonstrate that I have violated state or school district policies, I will be subject to disciplinary measures that may include termination from employment; and that I consent to the release of records of positive tests or any refusal to be tested for the preceding two years, and in the future when disciplinary sanctions result, to other school districts or other states via confidential transmittal through the USOE Pupil Transportation Specialist.

AGREEMENT: "I understand that any false statements, omissions, or misrepresentations in the application or interview process may result in the termination of the hiring process; the termination of employment, if provided; or the termination or restriction of benefits, should a false statement, omission, or misrepresentation be later discovered."

Signature _____ Date _____