

Last Name: _____

Position Desired: _____

Classified/Substitute Employee Application Packet

Wrangell Public Schools

P.O. Box 2319

Wrangell, AK 99929

Phone: (907) 874-2347

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E-mail: kpowell@wpsd.us

WRANGELL PUBLIC SCHOOLS

P. O. BOX 2319

WRANGELL, AK 99929-2319

Office: (907) 874-2347

FAX: (907) 874-3137

CLASSIFIED PERSONNEL APPLICATION

Date of Application: _____

Position: _____

PERSONAL DATA:

Name: _____

Phone: _____

Address: _____ City: _____ State: _____ ZIP: _____

Email Address: _____

RECORD OF EDUCATION:

High Schools Attended:	Location (City, State, Zip)	Graduate/Degree?
Colleges Attended:		

EMPLOYMENT HISTORY:

Employer:	Address:	Phone (area code):	Dates (mo./yr.):
		()	
Name of Supervisor:	Reason for Leaving	Starting Salary:	Ending Salary:

Employer:	Address:	Phone (area code):	Dates (mo./yr.):
		()	
Name of Supervisor:	Reason for Leaving	Starting Salary:	Ending Salary:

Employer:	Address:	Phone (area code):	Dates (mo./yr.):
		()	
Name of Supervisor:	Reason for Leaving	Starting Salary:	Ending Salary:

Employer:	Address:	Phone (area code):	Dates (mo./yr.):
		()	
Name of Supervisor:	Reason for Leaving	Starting Salary:	Ending Salary:

SKILLS:

Typing speed: _____ WPM. Computer skills: _____

PROFESSIONAL REFERENCES (Not former Supervisors listed under Employment History):

Name:	Address:	Position:	Phone (area code):
			()
			()
			()

Have you been involuntarily terminated, released or asked to resign from any employment within the last ten years? Yes No

If your answer is “yes,” please explain:

The following questions seek information regarding criminal convictions. For these purposes, the term “conviction” is intended to refer to any conviction, regardless of whether it resulted from a verdict or a plea of guilty or nolo contendere and regardless of whether the conviction was subsequently overturned, set aside or expunged. The term “offense” is intended to encompass any level of offense including felony, misdemeanor and violation. Conviction of a crime is not an automatic bar for employment. The information you provide will be considered on a case by case basis.

- Have you ever been convicted for a felony? Yes No
- Have you ever been convicted of any offense involving sexual abuse, exploitation or molestation of a minor or any other form of child abuse? Yes No
- Have you ever been convicted of any offense involving contribution to the delinquency of a minor? Yes No
- Have you ever been convicted of any offense involving the use or abuse of alcohol, illegal drugs or other controlled substances? Yes No
- Have you ever been convicted of any offense involving physical injury to another person, threat of physical injury, stalking or kidnapping? Yes No
- Have you ever been convicted of any offense involving sexual assault or other sexual offense (including indecent exposure)? Yes No
- Have you ever been convicted of any felony or misdemeanor involving destruction of property? Yes No

Have you been convicted of any violation involving destruction of property within the last ten years? Yes No

- Have you ever committed any act that would constitute a crime of moral turpitude under the laws of the State of Alaska. [A crime of moral turpitude is a crime involving acts that are immoral or wrong in themselves such as murder, sexual assault, robbery, kidnapping, incest, arson, burglary, theft and forgery.] Yes No

If your answer to any of the above questions is “yes” please explain below.

RELEASE OF INFORMATION

I authorize release of all information pertaining to me from the records of educational institutions, military services, law enforcement agencies, and present and past employers to my prospective employer, the Wrangell Public Schools District.

As an applicant for a position with Wrangell Public Schools, I have been requested to provide information for use in determining my qualifications for employment. In connection with my application, I authorize all previous employers and references to disclose to Wrangell Public Schools any information that they have concerning my employment including, but not limited to, evaluations and other information contained in my personnel file.

I waive any claim to confidentiality that I might have in the information released, whether provided by AS 14.20.149(h) or by any other law, policy or contract provision, and release previous employers, their employees, agents and anyone acting on its behalf from any and all claims, liability and/or damages of any nature that may result from furnishing the information requested pursuant to this authorization.

A photocopy of this document shall be considered as valid as the original. The authorization to provide information pursuant to this document shall expire one year after the date of the signature below.

By signing this form, I verify that the information I have provided on this form and in connection with my application for employment is true and complete. I understand that any false statement on this form may be grounds for excluding me from consideration for employment or for dismissing me from employment, if the district employs me and subsequently learns of the falsity of a statement. I further understand that this application does not constitute either an offer or contract of employment, nor does it obligate the district in any way. I acknowledge that no one other than the superintendent and the school board has the authority to enter into an agreement of employment with me and that no such agreement can be made except in writing signed by the superintendent and approved by the board.

Done at _____, State of _____, on the _____ day of _____, 20____.

Applicant

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public in and for the State of _____.

My commission expires: _____.

It is Wrangell Public School District's policy to not discriminate on the basis of race, color, national origin, sex or disability.