

Ralston Public Schools Classified Application

An Equal Opportunity Employer

Date / /

Personal Information

Last Name First Name Middle Name Social Security No.

Street Address City State Zip Code

Work Phone() _____ Home Phone() _____ E-mail _____

Are you 18 years old or over? ___ No ___ Yes If not, do you have a work permit? ___ No ___ Yes

Please list any former names you have used _____

Have you ever been convicted of a felony or of a misdemeanor involving Moral Turpitude? ___ No ___ Yes if yes, please explain

Can you, after employment, submit verification of your identity and legal right to work in the United States? ___ No ___ Yes

If you are not a citizen, what is your visa status? _____

Position Desired

Position Desired Date Available

Type of Employment: ___ Full-Time ___ Part-Time ___ Temporary ___ Summer ___ Internship

How did you learn of this position? ___ Career Link ___ College Placement ___ Web Site ___ Omaha World Herald
Other _____

Have you ever been employed by Ralston Public Schools before? ___ No ___ Yes Date _____

Education

	High School	College/University	College/University
Name Location			
Date Attended From			
Date Attended To			
Degree			

Highest grade completed: High School 1 2 3 4 College 1 2 3 4

Areas of special training _____

Do you have First Aid training? ___ No ___ Yes

Previous Employers (list most recent first)

(1) Name _____ Business _____

Address _____

Telephone () _____ Dates: From _____ To _____

Type of Work experience _____

Name of Supervisor _____ Reason for leaving _____

(2) Name _____ Business _____

Address _____

Telephone () _____ Dates: From _____ To _____

Type of Work experience _____

Name of Supervisor _____ Reason for leaving _____

(3) Name _____ Business _____

Address _____

Telephone () _____ Dates: From _____ To _____

Type of Work experience _____

Name of Supervisor _____ Reason for leaving _____

(4) Name _____ Business _____

Address _____

Telephone () _____ Dates: From _____ To _____

Type of Work experience _____

Name of Supervisor _____ Reason for leaving _____

May we contact the employers listed above? ___Yes ___No If no, indicate which one(s) you do not wish contacted 1 2 3 4

References

Name _____ Address _____

Phone _____ Relationship _____

Name _____ Address _____

Phone _____ Relationship _____

Training and Skills

Clerical Skills: Typing: Yes No WPM _____ Computer Experience _____

Other Office Skills: Photocopy Fax Dictaphone _____ Multi-Line Phone _____ Other _____

Custodial/Maintenance: Carpet/Tile _____ Boiler Maintenance _____ Electrical Circuitry _____ Plumbing _____

Grounds Maintenance _____ Wood Finishing _____ Plumbing _____ Small Gasoline Engine Maintenance _____

Do you drive? No Yes Driver's License Number _____

Are you willing to work night shifts or weekends when necessary? No Yes

All Applicants: Do you have any other qualifications or skills pertaining to the job(s) for which you are applying? No Yes

Application will be retained for (1) year

I authorize any educational institution, government unit or other person or entity having any records of information concerning me to furnish such records or information requested by Ralston Public Schools or their duly authorized representatives. I understand in executing this authorization I waive the right for such information to be privileged or private.

I believe all information provided in this application is correct and understand any false information may be considered cause for termination.

Date _____ Applicant's Signature _____

**Forward to:
Human Resources Office**

Ralston Public Schools
8545 Park Drive
Ralston, NE 68127
(402) 898-3410
www.ralstonschools.org

Ralston Public Schools
Statements of Positive Actions and Procedures
To Ensure
Equal Employment Opportunities

Ralston Public Schools affirms a positive intent regarding the climate of sensitivity and respect for human beings, which include equal opportunity.

The information requested below is for statistical purposes only. This information will be kept confidential and will be filed separately from your application and/or employee file. Refusal to provide the information will not subject the applicant to any adverse treatment.

Current practices as stated below reflect that positive attitude:

The election of all certified employees shall be by action of the Board of Education upon recommendation of the Superintendent of Schools. The hiring of all personnel shall be done without regard to race, color, religion, gender, disability, marital status, or national origin. Nomination and election of an employee shall be subject to provisions of the laws of the state of Nebraska as well as these policies and regulations.

Applications for positions in the school system shall be done in writing and on forms provided by the Superintendent of Schools.

State and Federal Statutes prohibit discrimination in employment on the basis of race, color, religion, gender, disability, age, marital status, national origin, or other protected categories.

<input type="checkbox"/> Caucasian	<input type="checkbox"/> Male
<input type="checkbox"/> African American	<input type="checkbox"/> Female
<input type="checkbox"/> American Indian	
<input type="checkbox"/> Asian	<input type="text"/> Date of Birth
<input type="checkbox"/> Hispanic	
<input type="checkbox"/> Not Listed _____	<input type="checkbox"/> United States Veteran

Signing is optional

Name: _____ Date: _____