

Joint School District No. 2

1303 E. Central
Meridian, Idaho 83642
(208) 855-4500

CLASSIFIED APPLICATION

Website: www.meridianschools.org

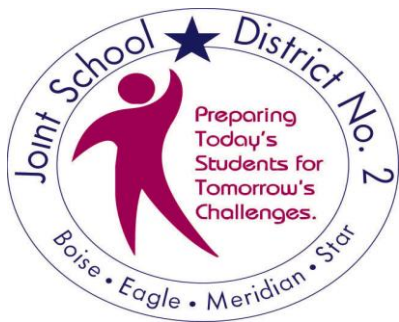
Dear Applicant:

Thank you for your interest in applying for a classified personnel position with Joint School District No. 2. This letter will offer helpful suggestions, and answer most common questions associated with the application process. **Please take a minute to read this letter thoroughly.**

1. You may only apply for positions that are currently open.
2. Read all "Classified Position Announcements." Announcements are posted on the bulletin board in the administration office. These will list information pertaining to salary, benefits, hours, duties, and qualifications. If you would like a copy of an announcement, please ask one of the receptionists.
3. A separate and complete application must be filled out for each position for which you are applying, **if** the positions are at different locations. We suggest that if you are applying for multiple positions, you may want to make copies of one completed application (minus the position, location, and vacancy #) and then complete these items on the copies upon submission to the district administration office. If there are multiple positions at the same location only **one** application is necessary.*
 - a. ***Positions for Operations/Maintenance and School Nutrition need only complete one application**
4. Please make sure that each application you complete lists **position, location, and vacancy #**.
5. Your application(s) will be screened at the individual school sites. **All qualified applicants will be contacted by the school for job interviews.** *You will not hear from the district administration office, or the school unless you are selected for an interview.*
6. All current positions are listed on our web site at www.meridianschools.org. If you do not have access to the Internet at home, you may go to job service to access the Internet.
7. If you are claiming veteran's preference you are responsible for providing required documentation related to your service of ninety (90) days of continuous activity duty or wartime duty and documentation (Form DD214) of an honorable discharge at the time of application.

An Equal Opportunity Employer
A Tobacco Free Environment

Updated 10/28/09



JOINT SCHOOL DISTRICT NO. 2

1303 E. Central Dr.
 MERIDIAN, IDAHO 83642
 (208) 855-4500

CLASSIFIED APPLICATION

TO THE APPLICANT: We appreciate your interest in employment with us. A clear understanding of your background and work history will aid us in evaluating and identifying you for the position desired. Applications from all qualified individuals are considered.

Applications for classified personnel positions are accepted for advertised vacancies only.

PLEASE USE BLACK INK ONLY. UPPER CASE LETTERS ARE REQUIRED IN TEXT BOXES.

FIRST NAME															M I				
LAST NAME																			
OTHER LAST NAMES												TODAY'S DATE							
PHONE																			
STREET ADDRESS																			
CITY						STATE						ZIP CODE							

POSITION DESIRED	LOCATION	VACANCY#
DATE AVAILABLE TO START JOB		

In case of Emergency, please notify: _____

Address: _____

Phone: _____

**Please return completed application to the District Service Center
 1303 E. Central Dr., Meridian, Idaho 83642**

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS:

Have you worked for Joint School District No. 2 before? Yes _____ No _____
If yes, state position, location, date left, and reason for leaving: _____

Why do you want to work for Joint School District No. 2? _____

Summarize the special skills and qualifications you have for this position: _____

Briefly stated, please give a summary of your educational background and training beginning with high school graduation: _____

(Please complete if applicable.)

List all computer software you can successfully operate: _____

10-Key _____ Key boarding(wpm) _____ Other Office Machines _____

Is there any reason, if hired, why you would not be able to perform specific duties and job functions for this position? _____ Yes _____ No

If yes, explain: _____

PERSONAL REFERENCES:

List up to three persons other than former employers, supervisors, or relatives who are familiar with your qualifications and background:

NAME ADDRESS HM / WK TELEPHONE

NAME ADDRESS HM / WK TELEPHONE

NAME ADDRESS HM / WK TELEPHONE

WORK EXPERIENCE:

List your employment history, beginning with your **most recent employment and working back**, even if resume is attached. You may attach a resume or additional sheets.

Dates Employed _____ Exact Title or Position _____

Name and Address of Employer _____

Name of Immediate Supervisor _____ Phone _____

Reason for Leaving _____

May We Contact This Employer? ____ Yes ____ No

Description of Duties and Responsibilities _____

Dates Employed _____ Exact Title or Position _____

Name and Address of Employer _____

Name of Immediate Supervisor _____ Phone _____

Reason for Leaving _____

May We Contact This Employer? ____ Yes ____ No

Description of Duties and Responsibilities _____

Dates Employed _____ Exact Title or Position _____

Name and Address of Employer _____

Name of Immediate Supervisor _____ Phone _____

Reason for Leaving _____

May We Contact This Employer? ____ Yes ____ No

Description of Duties and Responsibilities _____

Unless otherwise specified herein, I authorize all persons listed as my references and all former employers to release information to the Personnel Office of Joint School District No. 2, relative to my education, training, qualifications, work history and general fitness for employment.

Have you ever been convicted of any crime or violation of any law in any state, federal or military court? _____ Yes _____ No

Note: For the purpose of this question, "conviction" includes:

1. All instances in which a plea of guilty or nolo contendere is the basis of conviction,
2. All proceedings in which a sentence has been suspended, deferred, or withheld.
3. All proceedings in which the prosecution was deferred. Do not include convictions for traffic violations unless alcohol or drug related.

If your answer is YES to any of the above, attach an explanation and court record, which includes the disposition of the offense.

(Conviction of a crime does not necessarily preclude you from consideration for employment. The district will consider the nature, date, and relationship of the offense to the position for which you are applying.)

As per Idaho Code 65-5-1/65-503: "Eligible veterans are provided advantages in public employment in Idaho, including preference for initial employment and retention in the event of layoffs...in all public employment, excluding key employee positions, the hiring official shall give preference to the employment of a veteran...a veteran may be deemed unqualified through his or her actions. Examples of such actions include dismissal for cause from a public entity, a felony conviction, or conduct unbecoming a public employee."

Are you claiming veteran's preference? _____ Yes _____ No If yes, attach Form DD214.

Have you previously claimed such a preference? _____ Yes _____ No

Ethnicity: Not required but requested to assist for State and Federal reporting purposes.

Select all that apply: _____ White _____ Black _____ Hispanic _____ Asian _____ Multi-Racial
_____ American Indian or Alaska Native _____ Native Hawaiian or Pacific Islander

Gender: Not required but requested to assist for State and Federal reporting purposes.

_____ Male _____ Female

We appreciate your interest in employment with Joint School District No. 2. If you are chosen for this position your employment with the District would be "at will." **Employment at Will means that the employee or the District may terminate the employment relationship with or without cause, and with or without notice, at any time.**

I further understand that this is an application for employment, and that no employment contract is being offered herein.

I certify that answers given herein are true and complete to the best of my knowledge.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand also, that I am required to abide by all rules and regulations of Joint School District No. 2.

I have read and understand the above.

SIGNATURE

DATE