

CRETE PUBLIC SCHOOLS

Office of the Superintendent
920 Linden Avenue
Crete, Nebraska 68333

INFORMATION SHEET ON THE APPLICATION PROCESS FOR CLASSIFIED POSITIONS

♦ Introduction of Application Process

When applying for a position with the Crete Public Schools, an applicant must take the following steps to complete the application process:

1. Submit a letter of application.
2. Complete a Crete Public School Application for Employment Form
3. Provide a resume with a list of references.

An applicant may include any other relevant materials with an application. A resume, for example, is always an asset to an applicant's file. Provide any letters of reference if available.

♦ Screening Applications

Building Administrators will review all applications of candidates who qualify for a vacant position. After an initial screening of all candidates, a list of applicants will be selected and invited for a personal interview.

♦ Interviewing Process

Candidates will be contacted for an interview by phone. Please allow ample time for the interview process. Candidates will be interviewed by a selection team and/or the building principal. Once all interviews for a position have been completed, the building principal will submit his/her first and second preferences to the superintendent. The final recommendation to offer the position is made by the Superintendent of Schools.

♦ Offering a Position

Positions of employment will be made by the building principal after consultation with the superintendent. Any person offered a position will have a criminal background check conducted by the district as specified on the application. Any false information on the application will immediately nullify any offer made by school district personnel. The district reserves the right to do any criminal background checks as long as a person is employed by the district. Once a position has been offered and accepted by a successful candidate, all other candidates who were interviewed for a position will be notified that the position has been filled.

♦ Active Status for Applications

Once the application process has been completed, all applicants' applications will be kept on file for six months. An applicant may remove an application from future consideration by notifying the District of no further interest in any future openings.

CRETE PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT

920 Linden Avenue

Crete, Nebraska 68333

(402) 826-5855 or Toll Free 877-826-1011

APPLICATION - CLASSIFIED EMPLOYEES

APPLICATION OF

Last Name First Middle Social Security Number

Address City State Zip Code

Phone Email Date

RECORD OF EDUCATION

Name of school and location, (include high school, college, and graduate work)	Name, Address, City, State	Course of Study	Diploma/Degree Received
High School			
College or University			
Other (Specify)			

Kind of work preferred:	
Date you can start:	
What office machines have you operated?	
Typing speed:	
Prof. Certification (R.N., etc.)	
What salary would you expect?	

EMPLOYMENT HISTORY

Name & Address of Employer	Dates From - To	Job Title or Nature of Work	Reason for Leaving	Name of Supervisor

Reason for leaving last position? _____

Please list any activities, honors and/or other information which you believe will assist in arriving at a true estimate of your qualifications.

REFERENCES: These should be persons qualified to give information to show your fitness for the position you seek. Experienced candidates should include superintendents and principals.

Name	Address and Telephone Number	Position
1.		
2.		
3.		
4.		

**CRETE PUBLIC SCHOOLS
BACKGROUND CHECK AUTHORIZATION**

I understand that Crete Public Schools may request an investigative consumer report for purposes related to employment. This report may include information as to my character, reputation, personal characteristics and mode of living. The investigation may include obtaining information from public and private sources about my: criminal history, military record, employment record, volunteer experience record, driving record, workers compensation record, and credit record.

I authorize and give consent to Crete Public Schools to conduct such an investigation, directly or through a third party, at time of application for employment and during the course of employment. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

I further authorize and give consent to any person or entity which is requested to provide information to Crete Public Schools or its agent to release and disclose to Crete Public Schools or its agent any and all information or records requested regarding me as described above. I release any person or entity which provides information or records in furtherance of the Authorization from any and all claims or liability for compliance other than for intentionally providing inaccurate or false information.

I understand that the information obtained in the investigation will be held in confidence in accordance with Crete Public Schools guidelines. Medical and workers compensation information will only be requested as part of the investigation and considered in employment decision to the extent permitted by the Americans with Disabilities Act (ADA) and other laws. In the event the investigation is conducted by a third party at Crete Public Schools' request, and a negative employment decision is made based upon the third party's report, I will be accorded my rights under the Fair Credit Reporting Act (e.g., I will be given the contact information for the third party, advised that the third party did not make the employment decision, have a right to a copy of the report from the third party upon request and have a right to dispute the accuracy or completeness of the report).

I consent to the information set forth below and the information provided in my application or my employee file being used for identification purposes in requesting records or information related to the investigation.

Printed Legal Name of Prospective or Current Employee

Birth Date

Legal **Signature** of Prospective or Current Employee

Date

Other Legal Names Used (Including Maiden):_____

A copy (including photocopy or facsimile copy) of this Authorization may be used as an original.

PERSONAL DISCLOSURE

Respond to **EACH** item. If there is no response to any item, or if the required attachments do not accompany your application, your application **WILL BE REMOVED FROM CONSIDERATION**. Information provided in this disclosure will not automatically bar you from employment but will be considered in the application process.

1. Have you ever received a ticket, been charged with an offense, or been arrested for anything other than a minor traffic violation? (If you are unsure if a ticket, a charge or an arrest was for a minor traffic violation, answer "Yes")

Yes No

If you answered "Yes" to Question #1 above, you must explain each situation including location(s), date(s), agency(ies) involved, and the outcome of each ticket, charge, or arrest. (Please explain on with attached explanation)

2. Have you ever had any license, permit, or certificate terminated, revoked, suspended, received a private or public reprimand or admonishment from a licensing agency or been subject to a judicial restraining or contempt order?

Yes No

If you answered "Yes" to Question #2 above, you must explain each situation surrounding any certificate termination, revocation, suspension or reprimand including location(s), date(s), agency(ies) involved. (Please explain on with attached explanation)

3. Have you ever been involuntarily terminated from any job or asked to resign from any job for reasons relating to your behavior or job performance.

Yes No

If you answered "Yes" to Question #3 above, you must explain each situation involving termination or reasons you were asked to resign. (Please explain on with attached explanation)

4. I affirm that **NONE** of the information identified in questions #1 to #3 in any way involved any of the following: (a) a felony; (b) rape, including statutory rape, or any other sexual assault; (c) sexual conduct with a minor of any kind; (d) abuse of a minor or child of any kind; (e) endangerment of a child or debauching a minor; (f) public indecency; (g) prostitution, pandering, or keeping a place of prostitution; (h) assault or battery; (i) kidnapping, false imprisonment or abduction; (j) child pornography; or (k) any offense in which a minor was a victim or a witness.

True Not True

Non-Discrimination in Education Programs and Activities

It is the policy of the Crete Public Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1954 Civil Rights Act, Title IX of the 1972 Education Amendments, the Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Educational Opportunity Act. If you require special accommodations, please call Sandra Rosenboom at (402) 826-5855 or Toll Free 877-826-1011.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide the prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to Sandra Rosenboom, 920 Linden Avenue, Crete, NE 68333, (402) 826-5855 or in the case of Title IX and the Section 504 Rehabilitation Act to the Director of the Region VII Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153 or call (816) 891-8026.

VERIFICATION

I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand it is my responsibility to immediately provide updated, correct information if any of the information changes at any time. I understand that any omission, falsification or misrepresentation made by me on this application or any supplement to it will be sufficient grounds for failure to employ me or for my discharge should I become employed with the Crete Public Schools.

I understand that disclosure of my social security number is optional. It may be used to conduct background checks for employment purposes and for personnel and payroll processing.

Legal Signature of Applicant

Date

COMPLETE, SIGN, AND RETURN TO:

CRETE PUBLIC SCHOOLS
ADMINISTRATION OFFICE
920 LINDEN AVENUE
CRETE, NE 68333

Revised – 11/09