



**SOUTHWEST PUBLIC SCHOOLS
CERTIFIED EMPLOYEE APPLICATION**
P.O. Box 187
Bartley, Nebraska 69020
www.swpschools.org

Date Interviewed: _____
(For Office Use Only)

Name _____
First Middle Last Maiden

Social Security Number _____ Email Address _____

Address _____
Street City State Zip

Phone _____
Home Work Cell Phone

Position applying for _____

If currently employed, state present position _____

When will you be available? _____

State the reasons for desiring a change in your current employment _____

Have you ever been employed with Southwest Public Schools? Yes No

If yes, please provide the position held _____

Have you ever interviewed for positions at Southwest Public Schools? Yes No

If yes, what positions and when did you interview? _____

How did you learn about employment opportunities at Southwest Public Schools?

Website Newspaper Other (please list) _____

To become an employee at Southwest Public Schools, you must be a citizen of the United States or have authorization from the Immigration and Naturalization Service to work.

Are you a United States citizen? Yes No

If no, do you have Employment Authorization? Yes No

Do you have form I-94? Yes No

PROFESSIONAL EDUCATION (Please list education below, most current first.)

Institution	Graduation Date	Major	Degree

*May be required to submit official transcript upon offer of employment.

PROFESSIONAL EXPERIENCE (Please list employers below, most recent first.)

Title	Dates	District	Phone Contact

CHARACTER REFERENCES

1. Name _____ Title _____

Company _____ Phone No. _____

Mailing Address _____

Street City State Zip

Email Address (Optional) _____

2. Name _____ Title _____

Company _____ Phone No. _____

Mailing Address _____

Street City State Zip

Email Address (Optional) _____

3. Have you ever had any license, permit, or certificate terminated, suspended, revoked, received a private or public reprimand or admonishment from a licensing agency (e.g., Nebraska Department of Education) or been subject to a judicial restraining or contempt order?

Yes No

4. If you answered "Yes" to question #3 above, you must explain each situation including location(s), date(s), agency(ies) involved, and the outcome of each situation. (use an attachment as needed): _____

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 that 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 Southwest Public Schools.

Legal Signature of Applicant

Date

NON-DISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

Southwest Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

R. Todd Porter, Superintendent,
900 Coke Street, PO Box 187
Bartley, Nebraska 69020-0187
Phone: (308) 692-3223

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.