

**Waconda Unified School District #272**  
**708 Locust, PO Box 326**  
**Cawker City, KS 67430**  
**Telephone 785-781-4328 --- FAX 785-781-4318**

**Classified Staff Application**

If the applicant is selected and accepts the position in one of our schools, the information given within becomes part of the employee's personnel file. Therefore, be sure that all information is accurate, complete and legible. You may include a resume with this application. Upon employment, a satisfactory physical examination will be required.

**Section A—All Applicants Must Complete**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Position sought: \_\_\_\_\_

List past Employment (Beginning with the most recent)

Former Employers Name	Telephone	Type of Work	Salary	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please provide educational information. Include high school, vocational/technical school as well as college. Please include the name of the school(s) and the date of your attendance and/or graduation.

High School Attended: \_\_\_\_\_ Year Graduated or obtained GED \_\_\_\_\_  
College/University/Vo-Tech: \_\_\_\_\_ Degree and/or years attended \_\_\_\_\_  
\_\_\_\_\_ Degree and/or years attended \_\_\_\_\_

Do you have any pending criminal charges against you?    Yes    No

Have you ever been convicted of a felony?    Yes    No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List three references (unrelated to you) including phone numbers and how you know each person:  
(This application will be considered incomplete without this information)

Reference Name	Phone Number	How you know this person
Reference Name	Phone Number	How you know this person
Reference Name	Phone Number	How you know this person

**Section B – Only Fill out Section(s) for which you are applying**

*For Coaching Applicants*

Past experience with students/young adults (scouts, camp, church, etc.) What piqued your interest in coaching?

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Please list any personal experience in extracurricular activities (Sports, Theatre, Debate, etc.)

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Please list any training, certifications, workshops attended in reference to coaching.

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*For Clerical Applicants*

Please list any bookkeeping, accounting or student information training/experience you have.

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Please list any computer experience you have that might be pertinent to this position. (ex: Google forms, Microsoft Excel, Word, Power Point, etc.)

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List any public relationship experience you have that would be helpful as the first point of contact.

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For Paraprofessional or Teacher Aide Applicants

Do you have any experience working with children/young adults (scouts, camp, church, etc.)  
Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What experience do you have helping others in group settings or on a one to one basis?

\_\_\_\_\_  
\_\_\_\_\_

What interests you about becoming a para/teacher aide?

\_\_\_\_\_  
\_\_\_\_\_

For Bus/Transportation Applicants

Do you currently hold a CDL? Yes No

If no, would you be willing to obtain one? Yes No

Do you have a current Medical Examiner's Certificate? Yes No

If no, would you be willing to obtain one? Yes No

Has your license ever been suspended/revoked? Yes No

If yes, give details (reason, year, state, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Have you ever had an accident resulting in death or serious injury? Yes No

If yes, give details:

\_\_\_\_\_  
\_\_\_\_\_

Do you have any pending moving traffic violations? Yes No

If yes, give details:

\_\_\_\_\_  
\_\_\_\_\_

List driving experience including license number:

\_\_\_\_\_  
\_\_\_\_\_

For Custodian Applicants

List any heavy equipment/lawn care or other machinery you can safely operate:

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Are you able to work a flexible schedule? Yes No Earliest \_\_\_\_\_ a.m. Latest \_\_\_\_\_ p.m.

What experience can you bring to a custodial/cleaning position? \_\_\_\_\_

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Are you able to lift 50 pounds unaided? Yes No

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Applicant hereby waives his/her right to confidentiality with regard to his/her work record or criminal record and consents to and authorizes the release of information from former employers and/or law enforcement personnel under this application.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Please return this application to:

Waconda USD #272  
Attn: Board Clerk  
PO Box 326  
Cawker City, KS 67430

**Waconda Unified School District #272 is an Equal Employment/Educational Opportunity Agency**