

Dayton School District No.2

609 South Second . Dayton, Washington 99328 . 509-382-2543 . FAX 509-382-2081

Position Desired:

- Secretary/Clerical
- Maint./Custodial
- Teacher Aide
- Transportation
- Food Services
- Other

APPLICATION FOR CLASSIFIED EMPLOYMENT

Date _____
Social Security No. _____

PERSONAL INFORMATION

Name _____
Last First Middle
Address _____
Number & Street City State Zip Code
Home Telephone _____ Business or Message Phone _____
List any physical defect or disabilities which would hinder your performance on the job _____

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court?
_____ Yes _____ No. If yes, attach explanation.

EDUCATION & TRAINING

NAME OF SCHOOL	LOCATION	CERTIFICATE EARNED	DATE EARNED

PERSONAL REFERENCES

List below three persons, other than relatives and former employers, who have known you during the past three years.

Name	Address	Telephone No.

Due to large numbers of applications, we are unable to inform you of openings. It will be your responsibility to check with our office on openings. Other than substitute positions, we do not interview unless a specific position is open.

I hereby declare the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

Date Signature

The Dayton School District does not discriminate in providing equal opportunities for all persons in educational programs, activities and employment

EMPLOYMENT HISTORY

Employer _____ Address _____

Supervisor's Name _____ Telephone _____

Dates of Employment: From _____ To _____

Specific Duties _____

Reason for Leaving _____

Employer _____ Address _____

Supervisor's Name _____ Telephone _____

Dates of Employment: From _____ To _____

Specific Duties _____

Reason for Leaving _____

Employer _____ Address _____

Supervisor's Name _____ Telephone _____

Dates of Employment: From _____ To _____

Specific Duties _____

Reason for Leaving _____

Employer _____ Address _____

Supervisor's Name _____ Telephone _____

Dates of Employment: From _____ To _____

Specific Duties _____

Reason for Leaving _____

GENERAL INFORMATION

(All applicants please answer)

1. Have you ever worked for the Dayton School District? _____ Yes _____ No
Job Title(s): _____
2. Do you have friends or relatives presently employed by the Dayton School District? _____ Yes _____ No
Name(s) _____
3. Do you hold a current first aid card? If not, have you ever had first aid training? _____
How recently? _____
4. What is your Washington State Driver's License Number? _____
5. If not selected would you be willing to substitute if needed? _____
6. Are you fluent in a language other than English? _____ Specify _____

SECRETARIAL/CLERICAL APPLICANTS ONLY

Please list the number of years training and experience in the following:

	Number of Years Training	Number of Years Training
Typing (_____ net wpm)	_____	_____
Shorthand (_____ net wpm)	_____	_____
Bookkeeping	_____	_____
Payroll	_____	_____
Data Processing	_____	_____
Word Processing	_____	_____
Office Machines (list those you operate)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AIDE APPLICANTS ONLY

Please list the work experience you've had with children's groups:

Approximate Date From To	Name and Location of Group	Your Position	Number of Children in Group

Can you type? _____ (_____ net wpm) What office machines can you operate? _____

FOOD SERVICES APPLICANTS ONLY

What cooking training and/or experience have you had? _____

How large of a group have you cooked for? _____

What training and/or experience in record keeping have you had? _____

Are you willing and able to lift up to 40 lbs? _____

MAINTENANCE/CUSTODIAL APPLICANTS ONLY

Do you hold a journeyperson's card? If so, what trade? _____

Have you been an apprentice? If so, what trade? _____

Please indicate the number of years training and experience in the appropriate categories:

	No. of Years	No. of Years		No. of Years	No. of Years
CUSTODIAL					
Boilers	_____	_____	Drainage & Sewer	_____	_____
Floors, Buffing/ Waxing, Stripping	_____	_____	Grounds Care	_____	_____
Sweeper	_____	_____	Landscaping	_____	_____
Window/Wall Care	_____	_____	EQUIPMENT OPERATION		
Carpeted Floor Care	_____	_____	Bulldozer	_____	_____
Clean/Sanitize Toilets/ Showers	_____	_____	Grader	_____	_____
MAINTENANCE			Lift-truck	_____	_____
Acoustical	_____	_____	Gang-Mower	_____	_____
Cabinet Work	_____	_____	MECHANICS		
Carpentry	_____	_____	Automotive	_____	_____
Concrete	_____	_____	Truck/Heavy Duty	_____	_____
Floor Covering	_____	_____	Brakes	_____	_____
Hardware	_____	_____	Diesel	_____	_____
Painting	_____	_____	Gas Engine	_____	_____
Plumbing & Heating	_____	_____	Lubrication	_____	_____
Roofing	_____	_____	Motor Overhaul	_____	_____
Refrigeration	_____	_____	Rear Axle or 3 rd Member	_____	_____
Small Engine	_____	_____	Transmission	_____	_____
			Welding	_____	_____

How many traffic citations for moving violations have you had in the past five (5) years? _____

TRANSPORTATION APPLICANTS ONLY

Please list all restrictions placed upon your driving as found on your driver's license: _____

How many years have you been driving? _____

What experience have you had in driving a truck or bus? Years _____ Miles _____

Have you ever had your license revoked? ____ Yes ____ No Explain _____

Do you have a CDL endorsement on your driver's license? ____ Yes ____ No

List other driving experience here _____

EMPLOYMENT PROCEDURES

1. The applicant must provide a completed application form.
2. All interviews will be initiated and scheduled through the Personnel Office.
3. A personal interview is required before an applicant can be recommended for employment.
4.
 - a) A W-4 Form and I-9 Form must be completed within 24 hours after notification of employment.
 - b) A set of fingerprint cards must be completed within 24 hours after notification of employment.
 - c) Food handling permit must be obtained within 7 days after notification of employment. (Cafeteria Employees Only)
5. Application forms will be kept active for a period of one year following the date of application.
6. The applicant understands that the Dayton School District may contact former employers and references.