

# PARKVIEW SCHOOL DISTRICT

## APPLICATION FOR EMPLOYMENT (SECRETARIAL)

<b>Position Applying for:</b>	<b>Social Security Number</b>	<b>Name (Last, First, Middle)</b>
	<b>Telephone Number (    )</b>	<b>Mailing Address</b>

## EDUCATIONAL AND PROFESSIONAL TRAINING

(Chronological – Most recent first)

Schools	Location	Start Date	Graduation Date	Degree	Major/Subject	Credits/Certificates

## EMPLOYMENT HISTORY

(Chronological - Most recent first)

From Month/Year	To Month/Year	Employer Name and Address	Name of Immediate Supervisor and Telephone Number	Duties and Responsibilities

Skills		
Shorthand Speed _____ wpm	Typing Speed _____ wpm	Word Processing _____ wpm
Calculator _____ Yes _____ No	Dictaphone _____ Yes _____ No	Bookkeeping _____ Yes _____ No
Computers _____ Yes _____ No	Software Programs _____	

Please list the name of three individuals, not previously listed,  
who know of your work and qualifications.

References	
Name:	Title:
Organization:	Telephone Number:
Address: (Street) (City) (State) (Zip)	
Name:	Title:
Organization:	Telephone Number:
Address: (Street) (City) (State) (Zip)	
Name:	Title:
Organization:	Telephone Number:
Address: (Street) (City) (State) (Zip)	

**PERSONAL BACKGROUND:** Include any experience or talent which you believe will contribute to your success in the position for which you are applying; experience with children, babysitting, artistic, musical talents, professional affiliations, hobbies, etc.

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**I certify I fully understand the contents of this application and that the answers given by me are true and correct without omissions. I agree that the District shall not be held liable in any respect if I am denied employment or terminated following employment if it is verified that I submitted false statements and/or omitted substantive information.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*The Parkview School District does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record or any other reason prohibited by state or federal law.*

**Background Check**

**THE PARKVIEW SCHOOL DISTRICT CONDUCTS BACKGROUND CHECKS  
ON ALL ADULT EMPLOYEES.**

⇒ Do we have your permission to do a background check on you?    Yes \_\_\_\_\_    No \_\_\_\_\_

Social Security # \_\_\_\_\_    \*Date of Birth \_\_\_\_\_    \*Race \_\_\_\_\_

**\*This information will be used only for the purpose of the background check. It will not be considered for employment.**

⇒ Have you ever been convicted of a felony or misdemeanor?    Yes \_\_\_\_\_    No \_\_\_\_\_

(If "Yes," please provide an explanation in an attachment statement.)

**\*\*A conviction will not be an automatic bar to employment and will be considered only as it relates to the job in question.**

⇒ Do you have any charge(s) pending against you?    Yes \_\_\_\_\_    No \_\_\_\_\_

(If "Yes", please provide an explanation in an attached statement.)

**\*\*A pending charge or arrest is not an automatic bar to employment and will be considered only as it relates to the job in question.**

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I certify I fully understand that by signing below, I am giving permission for the Parkview School District to conduct a background check on me. The answers given by me are true and correct without omissions. I agree that the District shall not be held liable in any respect if I am denied employment or terminated following employment if it is verified that I submitted false statements and/or omitted substantive information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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