



EMPLOYMENT APPLICATION

Please print or type. Thank you.

Please attach a current resume and a letter of application.

Your letter should include a statement describing your background and educational philosophy and the special qualifications you have for this position.

Please check Facility(ies) To Which You Are Applying

	Greenbush Central Office		Special School at Parsons State Hospital		Department of Corrections - Specify location below
	Community Learning Center(s):Specify location below		Project Alternative School - Parsons		DOC Site: _____
	CLC Site: _____		Special Services- Topeka		DOC Site: _____
	CLC Site:: _____		Lawrence Gardner High School at Kansas Juvenile Correctional Complex- Topeka		Rainbow School - K.C. _____
	Geo. A York School - Osawatomie		Forbes Juvenile Attention Center - Topeka		Other: (specify) _____

General Information

Position(s) For Which You Are Applying	Please Check One		Date Available To Start Work	Telephone Number(s)	
	<input type="checkbox"/>	Full Time		Home	
	<input type="checkbox"/>	Part Time		Work	

Today's Date			Last Name	First Name	Middle Initial
Month	Day	Year			

Street Address			City	State	Zip Code	U.S. Citizen	
						Yes	No



General Information

Name: _____

Name of Colleges or Universities Attended	City	State	Major	Minor	Dates Attended		Degree(s) Earned
					From	To	

Qualifications

Please List Prior Employment Experience from the Most Recent for the Past Ten Years

Name of Employing Agency	City	State	Dates Worked		Salary	Assignment	Name & Title of Supervisor
			From	To			

Desired Compensation: _____



Professional Licensure

Name: _____

State(s) Certified	Area(s) and Level(s) of Certification	Date of Expiration

Other Information

Please list any additional information that you feel is pertinent to your specific job qualifications as they apply to this position and/or agency.

Professional References

whom you recommend we contact:

Name	Address	Phone Number	Occupation	Association with Applicant



Please read carefully before signing.

I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.

I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.

A pre-employment drug test will be administered to all prospective employees prior to employment with the Southeast Kansas Education Service Center – Greenbush. Employment at the Southeast Kansas Education Service Center – Greenbush also requires a security clearance. I authorize you to conduct a criminal background investigation, including but not limited to driving record history, using any and all methods necessary to successfully complete such investigation and I release you from all liability for any damages that may result from your doing so.

Have you ever been convicted of a felony? Yes No If Yes, please describe _____

Signature

Date

Southeast Kansas Education Service Center – Greenbush, does not discriminate on the basis of race, color, national origin, ancestry, sex, age, handicap, or political affiliation in service delivery practices and in admission or access to, or treatment of employment in its programs and activities. If you have any questions regarding the above, please contact: Dr. Ralph Beacham, Associate Executive Director, 311 E Park, Olathe, KS, 66061. Dr. Beacham serves as coordinator for Title IX, Title VI, Section 504, and the ADA.

Accommodations will be made for applicants during the interview process. Please notify the employer of any necessary accommodations at the time an interview is scheduled.

Thank you for your interest in the Southeast Kansas Education Service Center – Greenbush.

Southeast Kansas Education Service Center – Greenbush • P.O. Box 189, Girard, Kansas 66743 • Phone 620-724-6281 • Fax 620-724-6284

