

**S A U #88**

**DISTRICT:** \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**  
Pre Employment Questionnaire - An Equal Opportunity Employer

**Personal Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle Soc. Sec. # \_\_\_\_\_  
Present Address: \_\_\_\_\_  
Street City State Zip  
Permanent Address: \_\_\_\_\_  
Street City State Zip  
Phone # \_\_\_\_\_ E-mail address \_\_\_\_\_ Are you 18 years or older? yes \_\_\_\_\_ no \_\_\_\_\_  
Are you either a U.S. citizen or an alien authorized to work in the U.S.? yes \_\_\_\_\_ no \_\_\_\_\_

**Employment Desired**

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_  
Are you employed now? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_  
Ever employed by the Lebanon School District before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

If applying for a teaching position, please enter status of your certification: Areas of Certification \_\_\_\_\_  
Issuing State \_\_\_\_\_ Date Issued \_\_\_\_\_

**PLEASE ATTACH COPIES OF ALL TEACHING CERTIFICATES**

If applying for a teaching position, list, in order of preference, the grades, subjects and/or positions for which you are applying:  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
If applying for a teaching position and you have not been previously employed in a teaching position, please complete the following:  
STUDENT OR PRACTICE TEACHING: Grade or Subjects Taught \_\_\_\_\_  
Name and Address of School \_\_\_\_\_ College Supervisor and Cooperating Teacher \_\_\_\_\_

**Education**

Name and Location of School	# of Years	Did you Graduate?	Subjects Studied
High School _____			
College _____			
Trade, Business, Correspondence School _____			

**PLEASE ATTACH COPIES OF ALL COLLEGE/UNIVERSITY AND GRADUATE STUDY TRANSCRIPTS**

**General**

Subjects of Special Study or Research Work \_\_\_\_\_  
Special Skills \_\_\_\_\_  
Activities (Civic, Athletic, etc.) \_\_\_\_\_  
(Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members)  
Please list activities that you are qualified to supervise or coach: \_\_\_\_\_  
U. S. Military Service \_\_\_\_\_ Rank \_\_\_\_\_ Present Membership in National Guard or Reserve: Yes \_\_\_ No \_\_\_ Location \_\_\_\_\_  
Type of Discharge \_\_\_\_\_  
Have you ever been arrested or convicted of a crime that has not been annulled by a court? Yes \_\_\_ No \_\_\_ If yes, Please explain \_\_\_\_\_

Have you ever been fired, dismissed or non-renewed from any job for any reason? Yes \_\_\_ No \_\_\_  
Have you quit a job after being notified that you would be fired, dismissed or non-renewed, or after being notified that you would be recommended for firing, dismissal or non-renewal? Yes \_\_\_ No \_\_\_  
Have you ever been professionally disciplined in any state? Yes \_\_\_ No \_\_\_  
Are you subject to any visa or immigration status which would prevent lawful employment? Yes \_\_\_ No \_\_\_  
**Note: Is you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.**

Former Employers (List your last three employers below, starting with the last one first.)

Date	Name and Address of Employer	Salary	Position	Reason for Leaving	Phone #
Month and Year					
From _____					
To _____					
Name and address of Immediate Supervisor and Name of Person in Charge of Hiring/Firing					
_____					
From _____					
To _____					
Name and address of Immediate Supervisor and Name of Person in Charge of Hiring/Firing					
_____					
From _____					
To _____					
Name and address of Immediate Supervisor and Name of Person in Charge of Hiring/Firing					
_____					

References: Give the names of three persons, not related to you, whom you have known at least one year.

Name	Address	Business	Phone Number	Years Acquainted
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

In Case of  
Emergency Notify: \_\_\_\_\_

Name	Address	Phone #
_____	_____	_____

**PLEASE INCLUDE THREE (3) LETTERS OF RECOMMENDATION WITH THIS APPLICATION**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all these statements and the reference listed above to give you any and all information concerning my previous employment. You are authorized access to pertinent information they may have, and I release all parties from liability for any damage that may result from furnishing same to you.

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

**Do Not Write Below This Line**

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

References checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Number Checked: \_\_\_\_\_ ATTACH REFERENCE CHECK FORMS: \_\_\_\_\_

Names: \_\_\_\_\_ By Phone: Yes \_\_\_ no \_\_\_ By Mail: yes \_\_\_ no \_\_\_

\_\_\_\_\_ By Phone: Yes \_\_\_ no \_\_\_ By Mail: yes \_\_\_ no \_\_\_

\_\_\_\_\_ By Phone: Yes \_\_\_ no \_\_\_ By Mail: yes \_\_\_ no \_\_\_

Responses: \_\_\_\_\_

Any Adverse Information Disclosed? yes \_\_\_ no \_\_\_

Date of Employment Offer: \_\_\_\_\_ Position: \_\_\_\_\_ School: \_\_\_\_\_

Salary/Wage \_\_\_\_\_ Bargaining Unit \_\_\_\_\_ Date Reporting to Work \_\_\_\_\_

Approved: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
Immediate Supervisor/Principal Superintendent

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

Criminal Records Check \_\_\_\_\_

(application-job)