

Name: _____

Position Desired: _____

Classified/Substitute Employee Application Packet

Bristol Bay Borough Schools

P.O. Box 169

Naknek, AK 99633

Phone: (907) 246-4225

Fax: (907) 246-6857

E-mail: jjaidinger@bbbsd.net

For Office Use Only

Background Check Completed (date) _____

Superintendent Approval to Hire _____

Date _____

BRISTOL BAY BOROUGH SCHOOLS

P.O. BOX 169,

Office: (907) 246-4225

NAKNEK, ALASKA 99633

FAX: (907) 246-6857

CLASSIFIED PERSONNEL APPLICATION

Date of Application: _____

Position: _____

Date Available to Begin Work: _____

PERSONAL DATA:

Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Social Security Number: _____ AK Driver's License Number: _____

RECORD OF EDUCATION:

High Schools Attended:	Location (City, State, Zip)	Major or Area of Study	Graduate/Degree?
Colleges Attended:			

EMPLOYMENT HISTORY:

Employer:	Address:	Phone (area code):	Dates (mo./yr.):
		()	
Name of Supervisor:	Reason for Leaving	Starting Salary:	Ending Salary:

Job Title and Duties Performed: _____

Employer:	Address:	Phone (area code):	Dates (mo./yr.):
		()	
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		()	
Name of Supervisor:	Reason for Leaving	Starting Salary:	Ending Salary:

Job Title and Duties Performed: _____

SKILLS/EXPERIENCE RELATED TO POSITION:

Describe Level of Computer skills: _____

PERSONAL REFERENCES (Not former Employers or Relatives):

Name:	Address:	Email:	Phone (area code):
			()
			()
			()

Have you been involuntarily terminated, released or asked to resign from any employment within the last ten years?

If your answer is "yes," please explain:

The following questions seek information regarding criminal convictions. For these purposes, the term "conviction" is intended to refer to any conviction, regardless of whether it resulted from a verdict or a plea of guilty or nolo contendere and regardless of whether the conviction was subsequently overturned, set aside or expunged. The term "offense" is intended to encompass any level of offense including felony, misdemeanor and violation. Conviction of a crime is not an automatic bar for employment. The information you provide will be considered on a case-by-case basis.

- Have you ever been convicted for a felony? Yes No
- Have you ever been convicted of any offense involving sexual abuse, exploitation, or molestation of a minor or any other form of child abuse? Yes No

- | | | |
|---|-----|----|
| ➤ Have you ever been convicted of any offense involving contribution to the delinquency of a minor? | Yes | No |
| ➤ Have you ever been convicted of any offense involving the use or abuse of alcohol, illegal drugs or other controlled substances? | Yes | No |
| ➤ Have you ever been convicted of any offense involving physical injury to another person, threat of physical injury, stalking or kidnapping? | Yes | No |
| ➤ Have you ever been convicted of any offense involving sexual assault or other sexual offense (including indecent exposure)? | Yes | No |
| ➤ Have you ever been convicted of any felony or misdemeanor involving destruction of property? | Yes | No |
| ➤ Have you been convicted of any violation involving destruction of property within the last ten years? | Yes | No |
| ➤ Have you ever committed any act that would constitute a crime of moral turpitude under the laws of the State of Alaska. [A crime of moral turpitude is a crime involving acts that are immoral or wrong in themselves such as murder, sexual assault, robbery, kidnapping, incest, arson, burglary, theft and forgery.] | Yes | No |

If your answer to any of the above questions is "yes" please explain on separate sheet.

RELEASE OF INFORMATION

I authorize release of all information pertaining to me from the records of educational institutions, military services, law enforcement agencies, and present and past employers to my prospective employer, the Bristol Bay Borough School District.

As an applicant for a position with Bristol Bay Borough Schools, I have been requested to provide information for use in determining my qualifications for employment. In connection with my application, I authorize all previous employers and references to disclose to Bristol Bay Borough Schools any information that they have concerning my employment including, but not limited to, evaluations and other information contained in my personnel file.

I waive any claim to confidentiality that I might have in the information released, whether provided by AS 14.20.149(h) or by any other law, policy or contract provision, and release previous employers, their employees, agents and anyone acting on its behalf from any and all claims, liability and/or damages of any nature that may result from furnishing the information requested pursuant to this authorization.

A photocopy of this document shall be considered as valid as the original. The authorization to provide information pursuant to this document shall expire one year after the date of the signature below.

By signing this form I verify that the information I have provided on this form and in connection with my application for employment is true and complete. I understand that any false statement on this form may be grounds for excluding me from consideration for employment or for dismissing me from employment, if the district employs me and subsequently learns of the falsity of a statement. I further understand that this application does not constitute either an offer or contract of employment, nor does it obligate the district in any way. I acknowledge that no one other than the superintendent has the authority to enter into an agreement of employment with me and that no such agreement can be made except in writing signed by the superintendent.

Done at _____, State of _____, on the _____ day of _____, 20____.

Applicant Signature

Date of Birth _____
(for purposed of conducting background check only)

Witness Signature

It is Bristol Bay Borough School District's policy to not discriminate on the basis of race, color, national origin, sex or disability.