

# APPLICATION FOR EMPLOYMENT

Administrative Assistant

## South Central District 26-5

An Equal Opportunity Employer

### PERSONAL INFORMATION

Name \_\_\_\_\_  
Last First Middle

Current Address \_\_\_\_\_  
Street City State Zip

Home Phone Cell Phone email \_\_\_\_\_

Where did you hear about this position? \_\_\_\_\_

| Previous Work Experience                                 |                 |                                      |            |
|--|-----------------|--------------------------------------|------------|
| Please list below the last three positions you have had. |                 |                                      |            |
| Company Name/City, State                                 | Position/Duties | Start Date Mo/Yr<br>– End Date Mo/Yr | Supervisor |
|  |                 |                                      |            |
|  |                 |                                      |            |
|  |                 |                                      |            |

|   |
|---|
| <b>1.</b> What computer software programs have you worked with? |
|   |

|   |
|---|
| <b>2.</b> In your opinion, what is the key to protecting confidentiality, especially in a small town? |
|   |

|  |
|--|
| <b>3.</b> What special skills will you bring to this position? |
|  |

Are you willing to submit to a criminal background check? \_\_\_\_\_

|  |               |               |
|--|---------------|---------------|
| 4. List 3 references who are familiar with your work history. Do NOT list relatives. |               |               |
| Name:  | Name:         | Name:         |
| Address:   | Address:      | Address:      |
| Phone number:  | Phone number: | Phone number: |
| Years known:   | Years known:  | Years known:  |
|  |               |               |

| Educational Background |                             |                |                                  |
|------------------------|-----------------------------|----------------|----------------------------------|
|                        | Name and Location of School | Years attended | Highest Level Achieved / Degrees |
| High School            |                             |                |                                  |
| Post High School       |                             |                |                                  |

I authorize investigation of all statements contained in this application. I understand that misrepresentations or omission of facts is cause for dismissal.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER:** The South Central School District #26-5 does not discriminate in its employment policies and practices, or in its educational programs (including career and technical education programs) on the basis of race, color, creed, religion, age, sex, disability, sexual orientation, national origin, ancestry, or other human differences and provides equal access to the Boy Scouts and other designated youth groups