

NORTH SUMMIT SCHOOL DISTRICT

Application for Employment*

Secretary – Aide

Name _____ Date _____

Address _____

Telephone No. _____ Social Security No. _____

Position applied for _____

School where you would be willing to work _____

U.S. Citizen (Or authorization to work in the USA) Yes ___ No ___

Education (High School, College)

School	Dates	Diploma or Years Completed

Skills: Typing WPM _____ Shorthand WPM _____

Computer Skills _____

Music _____ Art _____ Dance _____ PE _____

Other _____

Work Experience:

Employer	Dates	Position

Comments: (If you have not had work experience, list at least two references)

(Signature)

“All references stated in this application will be checked by the school district, and it is the policy of this school district that false information will be grounds for rejecting your application with no further consideration for the position; or, if such false information is discovered after hire, you will be subject to immediate termination for cause. Any false information may also be the grounds for criminal prosecution.” Have you done anything in the last five years that would negatively affect your ability to be an employee at North Summit School District? No _____ Yes _____

***NORTH SUMMIT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**