

Manila School District  
P.O. Box 670  
Manila, AR 72442

Classified Employee Application

DATE OF APPLICATION: \_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Manila School District to recruit, hire and promote persons in all job classifications without regard to race, color, religion, gender age, national origin, or handicap. All active, qualified applications will receive continuing consideration for appropriate vacancies as they occur. Because of the large number of applications we receive, it is impossible to keep each applicant informed of his/her current status. Please let us know when you are no longer available.

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**POSITION(S) FOR WHICH YOU ARE APPLYING:**

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> *Classroom Assistant    | <input type="checkbox"/> Bookkeeper    | <input type="checkbox"/> Custodian   |
| <input type="checkbox"/> *Computer Lab Assistant | <input type="checkbox"/> Registrar     | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> *ESL Assistant          | <input type="checkbox"/> Secretary     | <input type="checkbox"/> Mechanic    |
| <input type="checkbox"/> *Library Assistant      | <input type="checkbox"/> *School Nurse | <input type="checkbox"/> Substitute  |
| <input type="checkbox"/> *P.E. Assistant         | <input type="checkbox"/> Cafeteria     | <input type="checkbox"/> Other       |

\*Requires one or more of the following: An Associate of Arts Degree – Two years of College - Pass a mandatory exam

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**I. PERSONAL DATA**

**LEGAL NAME (as it appears on your Social Security card)**

\_\_\_\_\_  
(last) (first) (middle) (Social Security Number)

**ADDRESS AND TELEPHONE NUMBERS:**

\_\_\_\_\_  
(Street/P.O. Box) (Home Telephone)

\_\_\_\_\_  
(City) (State) (Zip Code) (Work Telephone)

\_\_\_\_\_  
(Cell Phone)

HAVE YOU PREVIOUSLY WORKED IN ANY OF THE MANILA SCHOOLS? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes" list the school(s) and years you worked:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HAVE YOU PREVIOUSLY WORKED IN ANY OF THE FOLLOWING:**

Arkansas Public Schools	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dates _____
Arkansas State Agency	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dates _____
Arkansas Highway Dept	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dates _____
Arkansas State Police	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dates _____
Private Schools	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dates _____
Out-of-State Service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dates _____
Active Military Service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dates _____
College or University	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dates _____

Have you ever been a member of the Arkansas Teacher Retirement System?  Yes  No

Have you ever received a refund or currently receiving any type of retirement benefits?  Yes  No

If "Yes", what type of benefits? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**GIVE A DATE YOU EXPECT TO BE AVAILABLE FOR EMPLOYMENT:**

Immediately \_\_\_\_\_ After 2-week notice \_\_\_\_\_ Other \_\_\_\_\_

Will you provide documentation that verifies your eligibility to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a Felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any reason to believe that you may not be able to perform all the essential duties required by the position for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", please explain: \_\_\_\_\_

\_\_\_\_\_

Are you employed at the present time? Yes \_\_\_\_\_ No \_\_\_\_\_

Why do you wish to leave your present position? \_\_\_\_\_

\_\_\_\_\_

Why do you wish to work here? \_\_\_\_\_

What salary are you receiving now? \_\_\_\_\_

What salary do you expect to receive? \_\_\_\_\_

Are you a veteran of the U.S. Armed Services? Yes \_\_\_ No \_\_\_

Are you a veteran with a service connected disability? Yes \_\_\_ No \_\_\_

Are you the unmarried spouse of a deceased veteran? Yes \_\_\_ No \_\_\_

## II. EDUCATION

SCHOOL NAME	CITY & STATE	DATES ATTENDED	DIPLOMA/DEGREE
(High School)			
(College/University)			
(Business/Trade)			
(Other)			

Note: Please attach a copy of any documentation that verifies your qualifications for the job that you are applying. (I.E., certificates, licenses, transcripts, etc.)

## I. EMPLOYMENT HISTORY

From Month/Year	To Month/Year	Number Of Years	Name & Address Of Employer	Telephone Number	Type of Position Held

## IV. QUALIFICATIONS

List any additional information you think would be helpful concerning your knowledge, skills, experience and qualifications related to the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

Briefly state what you feel you can contribute as an employee for the Manila School District in the position for which you are applying: \_\_\_\_\_

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**V. REFERENCES**

Please provide a minimum of (3) references. They should be able to verify your work skills, work history and/or personal character traits.

<b>Full Name of Reference/Their Position</b>	<b>Address</b>	<b>Telephone Number</b>	<b>Position You Held</b>

**VI. AGREEMENT**

**“I hereby certify that the above information, to the best of my knowledge, is true, accurate and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment.” “Furthermore, it is understood that this application and records become the property of Manila School District which reserves the right to accept or reject it. If I am employed by Manila School District, I further agree to observe all rules, regulations and policies of Manila School District now in force and effect, or as they may change during my employment.”**

\_\_\_\_\_  
**Signature of Applicant**

**Arkansas law requires a criminal background check and a Child Maltreatment Central Registry check to be completed on all new employees. Official forms will be provided to the applicant upon employment and applicant shall be responsible for the payment of any fee associated with the check. Safety sensitive positions require a negative drug screen.**

**The following documentation is required for veterans as applicable to indicated status:**

- Form DD-214 indicating honorable discharge**
- A letter dated within the last six months from the applicant’s command indicating years of service in the National Guard or Reserve Forces**
- The applicant’s current status in the National Guard of Reserve Forces should be included in the above letter.**
- Marriage license**
- Death certificate**
- Disability letter form the Veteran’s Administration**

**“ I hereby authorize Manila School District to conduct work history, personal reference, or police inquiries to determine my acceptability for employment.”**

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**Signature of Applicant**

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#### **APPLICATION PROCESS AND GUIDELINES**

- A. Your application will be reviewed and placed in our active files (by job title) for consideration. Applications should be complete and include all the information requested.**
- B. A limited number of applicants may be interviewed.**
- C. Selected applicants will be recommended to the superintendent. This recommendation does not imply automatic employment.**
- D. If you are not selected for employment, your application will remain in the school system’s files until June 30 of the following year. After that date, unless we hear from you, the application and all attachments will be inactive.**
- E. After you submit your application to the personnel office, it is not necessary for you to contact the personnel office unless you want to notify us of a change in your name, address, telephone number or credentials, or to request withdrawal or renewal of your application.**
- F. If you wish to apply for a different vacancy, notify personnel department *in writing* of the position for which you wish to apply.**
- G. Please note that it is the responsibility of the applicant to see that all written references are filed with their application. Reference forms are available through the personnel office and on-line.**
- H. The application (and supplements) becomes the property of Manila Public Schools upon submission, and the applicant releases all rights to retrieve it or any portion of its contents.**
- I. All requested information should be included with the application at the time of submission.**
- J. Veterans, Disabled Veterans, Unmarried Spouses of Deceased Veterans have preferred status.**