

# ELK POINT-JEFFERSON SCHOOL DISTRICT 61-7

402 S. Douglas St. Elk Point, SD 57025

Phone (605) 356-5950 Fax (605) 356-5953



An Equal Opportunity Employer  
[www.epj.k12.sd.us](http://www.epj.k12.sd.us)



## EMPLOYMENT APPLICATION

**NAME:** \_\_\_\_\_  
(Last) (First) (Middle) (Social Security Number)

**ADDRESS:** \_\_\_\_\_  
(City) (State) (Zip)

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
(Daytime) (Evening) (Cell)

**POSITION FOR WHICH YOU ARE APPLYING:** \_\_\_\_\_Elementary (JrK-5) \_\_\_\_\_Secondary (6-12)

• **CERTIFIED:**  
 \_\_\_\_\_Administrator \_\_\_\_\_Teacher \_\_\_\_\_Counselor \_\_\_\_\_Librarian \_\_\_\_\_Substitute Teaching

• **CLASSIFIED:**  
 \_\_\_\_\_Office \_\_\_\_\_Teacher Aide \_\_\_\_\_Custodian \_\_\_\_\_Substitute

**NUMBER OF HOURS AVAILABLE:** \_\_\_\_\_0-10 hours \_\_\_\_\_10-20 hours \_\_\_\_\_30-40 hours

\* If you have provided a resume with the information requested below, please check on the line marked (See Resume).  
 Educational Record: \* (See Resume \_\_\_\_\_)

School	Name	Address	Major Subject	Degree
High				
*Technical*College *University				
Other				

**Activities and Honors:** (Certified Only) \* (See Resume \_\_\_\_\_)  
 (You may exclude memberships, which would reveal race, creed, color, national origin, gender, age, or disabilities).  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Skills and Qualifications:** \* (See Resume \_\_\_\_\_)  
 (Summarize special job-related skills and qualifications acquired from employment for the position that you are applying).  
 \_\_\_\_\_  
 \_\_\_\_\_

**References:** (List four references that are not relative or personal friends). \* (See Resume \_\_\_\_\_)

1. \_\_\_\_\_  
(Name) (Address) (Phone Number)
2. \_\_\_\_\_  
(Name) (Address) (Phone Number)
3. \_\_\_\_\_  
(Name) (Address) (Phone Number)

**Employment experience:** (Start with your present or last job).\* (See Resume \_\_\_\_\_)

_____ (Employer)	_____ (Date of Employment)	_____ (Job Title)
_____ (Supervisor)	_____ (Phone)	_____ (Address)
_____ (Employer)	_____ (Date of Employment)	_____ (Job Title)
_____ (Supervisor)	_____ (Phone)	_____ (Address)
_____ (Employer)	_____ (Date of Employment)	_____ (Job Title)
_____ (Supervisor)	_____ (Phone)	_____ (Address)

Would you be able to provide proof of citizenship, visa, or alien registration number if you were hired? \_\_\_\_ Yes  
Are you a former EPJ school district employee? \_\_\_\_ Yes \_\_\_\_ No (If Yes, Dates: \_\_\_\_\_ ~~~ \_\_\_\_\_)  
Within the last ten years have you ever been discharged from any position? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please explain \_\_\_\_\_  
Are there any restrictions regarding hours or days of availability? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please explain \_\_\_\_\_  
Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please explain \_\_\_\_\_  
Are you eligible for veteran preference? \_\_\_\_ Yes \_\_\_\_ No (If yes, please submit appropriate service forms.)

**Applicant information**

It is your responsibility to update your application with our office. Applications will remain in active status through December 31 of each year, unless renewed at the request of the applicant.

I authorize the Elk Point-Jefferson School District to make any investigation of any personal, educational, vocational, or employment history. I further authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the Elk Point-Jefferson School District with information they have regarding me. I hereby release and discharge the Elk Point-Jefferson School District and those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that falsification of any part of this application including any accompanying inserts shall be sufficient cause for dismissal. References and personal information, which become a part of this application will be regarded as confidential and shall not be revealed to me. Further, I understand the Elk Point-Jefferson School District is drug/smoke free/tobacco free and that any offer of employment is conditional based upon a completed criminal background check.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*The Elk Point-Jefferson School District is an equal opportunity employer providing opportunities for employment without regard to race, color, creed, religion, age, gender, disability, national origin or ancestry and provides equal access to the Boys Scouts and other designated youth groups. Inquiries concerning the application of Title IX, Section 504, or Title VI, or the Americans with Disabilities Act of 1992 may be referred to the Superintendent at 402 S. Douglas St. Elk Point, SD 57025 (PH: 605/356-5951) or to the US Department of Education, Office for Civil Rights.*

Please return this signed and dated application form to:  
**Elk Point-Jefferson School District 61-7**  
**Attn: Administrative Office**  
**PO Box 578**  
**Elk Point, SD 57025**