

CLASSIFIED PERSONNEL

402.2

Classified Personnel Selection

The selection, recruiting, assignment, and management of the classified personnel shall be the responsibility of the superintendent of schools or his designee who shall confer with the principals and other supervisory personnel in making the selection.

Individuals interested in a classified or support staff position shall have an opportunity to apply and qualify for these positions in the school district without regard to age, race, creed, color, sex, national origin, religion, or disability. Job applicants for classified positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the position applied for;
- Demonstrated competence when possible; and
- Possession of, or ability to obtain state or other license or certificate, if required, for the position.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

Announcement of a position shall be through the means the superintendent believes will inform potential applicants best about the position. Applications for employment may be obtained from, and completed applications shall be returned to, the superintendent's office. A standard application form is used for these positions to ensure the enforcement of non-discrimination employment procedures.

Prior to hiring any person, the superintendent or his designee shall conduct a background check with previous employers and a criminal background check. A signed release shall be obtained from the prospective employees authorizing reference and background checks and filed with his records. All applicants for a position shall submit to a fingerprint check and will sign a notarized form with information about felony or misdemeanor convictions. Applicants may be conditionally employed prior to receiving the fingerprint results. A written copy of the Applicant Reference Check and other pre-employment forms shall be filed with the employee's records.

The administrator or supervisor who directly oversees the position shall conduct the preliminary screening of applicants. When an interview is conducted for a position, all applicants selected for the interview shall be asked the same questions.

Adopted: May 13, 2002
Revised: October 14, 2013

APPLICANT REFERENCE CHECK

The following reference check was made on _____

Applicant

Name of Reference _____

Rating Scale: 4 = Commendable; 3 = Good; 2 = Generally Satisfactory; 1 = Below Expectations

Type of Reference: Personal Employer Supervisor

Promptness to work	4	3	2	1
Attendance at work	4	3	2	1
Dependability	4	3	2	1
Response to directions	4	3	2	1
General attitude	4	3	2	1
Working relationships	4	3	2	1
Met job expectations	4	3	2	1

Do you have any personal concerns about this individual working with children?

General Statement of Employee Performance:

What is the reason this employee left their last position?

APPLICANT CERTIFICATION

The following release and waiver is submitted to Kimball PublicSchools in connection with the application for employment. I hereby grant permission to authorize any investigation of my personal, employment, or police record history. I authorize any former employer, person, firm, corporation, school, or government agency to give the district any information they may have regarding me, including but not limited to, all educational records, records of scholastic achievement and attendance, employment records, police record information, or personnel files. I agree to having my fingerprints taken for a background check. I declare, under penalty of perjury, that the information furnished herein is true, correct, and complete to the best of my knowledge and belief.

First Name	<input type="text"/>	Middle Name	<input type="text"/>	Last Name	<input type="text"/>
Current Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Phone	<input type="text"/>				
Social Security No.	<input type="text"/>				
Date of Birth	<input type="text"/>				
Signature	<input type="text"/>			Date	<input type="text"/>

I have I have not
been charged or found guilty of any misdemeanor or felony. If the applicant's
answer is "I have", please explain below:

Notary Signature _____

Applicant's Signature _____ Date: _____