



APPLICATION FOR EMPLOYMENT

ALCESTER-HUDSON SCHOOL DISTRICT #61-1
409 E. 6th St. – POB 198 – Alcester, SD 57001
PHONE: 605-934-1890 FAX: 605-934-1936
www.alcester-hudson.k12.sd.us

Please print plainly or type. Supplemental material may be attached to this form if you wish to submit additional information. You must fully and accurately complete this application for employment.

PERSONAL DATA:

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: _____

Please check the appropriate response.

- | | | |
|--|---------------------------|--------------------------|
| 1. Are you 18 years of age or older? | ☐ Yes | ☐ No |
| 2. Are you a US citizen? | ☐ Yes | ☐ No |
| 3. Are you a Veteran? | ☐ Yes | ☐ No |
| 4. Have you ever been convicted of a felony? | ☐ Yes | ☐ No |

(State Law SDCL 13-10-12: It is recommended that the district require in its contracts that all service providers having contact with children conduct criminal background checks from the state of South Dakota & the FBI, meeting the requirements of this policy and to certify compliance in writing to the district.)

5. Where did you hear about this job posting? _____

POSITION APPLYING FOR:

Position applying for: _____

Have you been previously employed by Alcester-Hudson School District #61-1? ☐ Yes ☐ No

If yes, former position title & employment dates _____

Availability: ☐ Full Time ☐ Part-Time ☐ Temporary

Date available to begin employment _____

I further understand that only the President or another person specifically designated by the President has the authority to create or enter into any employment agreement on behalf of Alcester Hudson School District.

In consideration of my employment, if hired, I agree to comply with all rules, procedures, and regulations set forth by the School Board of the school. The School Board and the President reserve the right to change these rules, policies, and procedures at any time. I furthermore understand consideration of this application and the continuation of this application of any subsequent employment depends upon the truth and accuracy of this information.

If applicable, copies official transcripts, licenses, resumes, or certifications should be submitted With this application and must be on file with the school prior to employment.

Signature for Applicant

Date

NONDISCRIMINATION POU CY

Alcester-Hudson District #61-1 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to designated youth groups. The following persons has been designated to handle inquiries regarding the non-discrimination policies:

504 Coordinator
Lynette Busch
PO Box 198
Alcester, SD 57001
605-934-1890

Title IX Coordinator
Jason Van Engen
PO Box 198
Alcester, SD 57001
605-934-1890

South Dakota Regional US Office for Civil Rights:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, MO 64106

Telephone: 816-268-0550
FA, T: 816-268-0599; TDD: 800-877-8339
Email: .UCR.KansasCi.cy.@e.d.gm:

EDUCATION:

Elementary-Secondary: _____ Highest Grade Completed _____ Diploma _____ G.E.D. _____

Name of School _____ Town _____ State _____

Higher Education: Start with present or most recent and work back, including vocational/technical education.

1. _____ Graduate: ☐ Yes ☐ No
Name of Institution

Address	Degree/Certificate/Diploma	Field of Study
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2. _____ Graduate: ☐ Yes ☐ No
Name of Institute

Address	Degree/Certificate/Diploma	Field of Study
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3. _____ Graduate: ☐ Yes ☐ No
Name of Institute

Address	Degree/Certificate/Diploma	Field of Study
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CERTIFICATION/LICENSE:

List any work-related certifications, registration and/or license.

SKILLS INVENTORY: This section should be completed only if it relates to your position.

- | | | |
|---|--|--|
| ☐ bookkeeping | ☐ keyboarding | ☐ payroll |
| ☐ building operation | ☐ mail processing | ☐ personnel |
| ☐ electrical | ☒ main frame computing | ☐ printing |
| ☐ plumbing | ☐ operations | ☐ intercom |
| ☐ carpentry | ☐ programming | ☐ writing |
| ☐ environmental control | ☐ systems design | ☐ correspondence |
| ☐ security | ☐ microcomputing (specify package) | ☐ news |
| ☐ grounds | ☐ word processing _____ | ☐ grants |
| ☐ custodial | ☐ database _____ | ☐ publications |
| ☐ data entry | ☐ spreadsheet _____ | ☐ video production |
| ☐ duplicating | ☐ office procedure development | |