

APPLICATIONS

Application forms for employment will be available at the main office, or on request by phone, and will be accepted at any time. Applicants who respond to a specific opening that is advertised or whose application is selected from the active file of applications to be considered for a specific opening will be notified when the position is filled.

Application forms for employment shall be accepted only for specific positions; provided, no vacancy need exist at the time of acceptance. Applicants shall be given a copy of the job description and be allowed an opportunity to ask questions about the job description. In appropriate instances, the superintendent is authorized to waive the interview requirement.

The application form shall make no mention of the potential marital, parental, or family status of the applicant or whether the applicant for employment is the head of a household or principal wage earner in the applicant's family unit.

No inquiry shall be made in regard to an applicant's religion, creed, race, color, or national origin.

In order to become a candidate for the position, the applicant must file an application in writing and supply the school with transcripts of all college work. All former employment from the first position to the last shall be recorded by the applicant. Application forms must be filed with the administrative offices of the board and not with the individual school sites.

Upon receipt of the application, a file will be established containing confidential information relative to the training and experience of the applicant along with other pertinent data. The application shall remain a confidential record.

The completed application serves as a request to add the applicant's name to the district's list of applicants. The acceptance of an application is not a promise of employment. Only applicants whose papers are evaluated favorably become candidates for employment. False information given will remove the applicant from consideration for employment.

After careful evaluation of an applicant's file, the applicant will be notified as soon as possible if a personal interview is to be arranged.

Every attempt will be made to evaluate each application objectively and to inform the applicant as soon as possible of the follow-up action the school wishes to take.

Applications will be kept in the active file for a period of two years. If an individual is hired by the school district, the application shall become a public record.

Adopted: January 1994 as policy P-103
Revised: November 1995