

Buna Independent School District

Secretarial/Clerical

Employment Application

Date: _____

Name		Social Security #	
	(Last)	(First)	(Middle)

Address				
		City	State	Zip

Previous Address				
		City	State	Zip

Home Telephone _____

Are you 18 years or older? Yes No

Emergency Contact			
	Name	Telephone #	

EMPLOYMENT DESIRED

Position _____

Date you can start _____

Ever applied with Buna School District before? Yes No When? _____

Do you have any relative serving on the Board of Trustees? Yes No

If yes, give name and relationship: _____

Have you ever been convicted of a felony or offense involving moral turpitude and/or received probation or deferred adjudication? Yes No If yes, please state where, when, and the nature of the offense:

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(Conviction of a felony is not an automatic bar to employment. The district will consider the nature, date, and relationship between the offense and the position for which you are applying.)

GENERAL INFORMATION

Qualifications for secretarial/clerical positions include, but are not limited to the following:

1. Proficiency in typing – 45 words per minute minimum.
2. Must be High School Graduate or hold GED Certificate.
3. Must have the ability to meet and communicate with the public.

PROFICIENCIES

Please indicate proficiencies:

- a. Word Processors Yes No Desk Calculator Yes NO
- b. Computer Applications Yes No
If yes, please list (spreadsheets, databases, etc.) _____
- c. Mainframe Computer Operations Yes No
If yes, please list (IBM-36/AS400/NCR, etc.) _____
- d. Other office equipment on which you are proficient _____

EDUCATION	Name & Location of School	No. Years Attended	Did you Graduate?	Subjects Studied
High School				
College				
Trade/Business/ Correspondence School				
Other				

EMPLOYMENT BACKGROUND (List below last four employers, starting with most current one first)

Date	Name & Address of Employer	Salary	Position	Reason for
Month & Year Leaving From To				
From To				
From To				
From To				

Presently employed? Yes No May we contact your present employer? Yes No

REFERENCES (Give names of 3 persons not related to you, whom you have known at least one year)

	Name	Telephone Number	Business	Years Acquainted
1.				
2.				
3.				

"I certify that the facts contained in this application are true and complete and to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice."

THE BUNA I.S.D. ADHERES TO A POLICY OF EQUAL EMPLOYMENT OPPORTUNITY AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, OR DISABILITY.

Date: _____ Signature: _____