

SUBLETTE BOCES

PO Box 977 - 665 N. Tyler, Pinedale, WY 82941

www.subletteboces.com

(307) 367-6873

APPLICATION FOR EMPLOYMENT

It will be the responsibility of the applicant to complete all the necessary forms and applications for the specific position for which he/she is applying. A completed application includes a signed and completed application form, a résumé, and any other documentation you would like to submit. Please, send all documents together as one packet.

Please remember that failure to complete this application accurately and in a timely manner will remove you from consideration for employment.

PERSONAL INFORMATION

Position applying for: _____ Date: _____

Name: _____
Last First Middle

Mailing Address: _____
City State Zip Code

Email address: _____

Telephone(s) Home: _____ Cell / Other: _____

If you are currently employed, may we contact your present employer? (Circle one) **Yes** **No**

Date you are available to work? _____

Important Note: Sublette BOCES requires interviews, in person, before hiring. Are you willing to come to Pinedale for an interview? (circle one) **Yes** **No**

AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to age, disability, national origin, race/color, religion, sex, pregnancy and genetic information. Sublette BOCES also prohibits sexual harassment. This nondiscrimination policy covers admission, access and treatment. Those applicants requiring reasonable accommodations to the application and/or interview should notify the Sublette BOCES Director at 307-367-6873.

EDUCATION & TRAINING

| Name of Educational Institution | Location | Years Attended | Degree |
|---------------------------------|----------|----------------|--------|
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| | | | |
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EXPERIENCE

| | | | |
|-----------------|-----------|----------------------------|-------------------|
| From | To | Employer | Telephone |
| | | Address | Supervisor |
| Position | | Job Description | |
| | | Reason for leaving? | |
| From | To | Employer | Telephone |
| | | Address | Supervisor |
| Position | | Job Description | |
| | | Reason for leaving? | |
| From | To | Employer | Telephone |
| | | Address | Supervisor |
| Position | | Job Description | |
| | | Reason for leaving? | |

List special skills, other training, certifications or licenses held: _____

REFERENCES

| Name | Relationship | Address | Telephone | Email Address |
|------|--------------|---------|-----------|---------------|
| | | | | |
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APPLICANT'S AUTHORIZATION STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that my application will be on file for one (1) calendar year. I understand that it is my responsibility to keep data on my application current during that calendar year.

In the event of my employment, I understand that false or misleading information given in my application and/or application documents or in my interview may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

I authorize Sublette BOCES to obtain information about any criminal records I may have. I also authorize all governmental agencies to provide information to Sublette BOCES about any criminal record I may have. I understand that the Certified Applicant Background Information inset that contains the sections Employment History, Personal References, Education / Training, and other Qualifications is a part of this application. I verify that all information on this employment application is true and complete. I understand that any misrepresentation, falsification, or omission on this application or other documents submitted to Sublette BOCES will be sufficient cause for this application not to be considered by Sublette BOCES or for dismissal, if I have been employed.

I authorize Sublette BOCES to check my references, to obtain information from my prior employers and educational institutions, to take other actions to investigate any information provided in my employment application, and to obtain information relevant to evaluating my qualifications and fitness for a position. I authorize the release of any pursuant to the provisions of W.S. 21-7-401, any person who is hired by Sublette BOCES is required to submit to fingerprinting and to provide such other information as is necessary to acquire a national criminal history background check.

Sublette BOCES will require your consent and for you to provide the appropriate fingerprint and other information necessary for Sublette BOCES to conduct a criminal history background check.

Will you give Sublette BOCES consent to conduct this criminal history background check?

Yes _____ No _____

Signature of Applicant

Date