



**INSTITUTIONS ATTENDED:**

School	Name & Location of Institution	Degree or Hours	Year Graduated	How Long Attended
High School				
College				
Trade School				
Post Graduation				

Please list involvement in organizations and activities in high school, college, and community. Include awards, offices held, etc.

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**REFERENCES:**

List below names and addresses of persons who are qualified to answer concerning your qualifications for the position you seek. Include supervisors and co-workers with whom you have worked in the past.

Name	Position	Complete Mailing Address Required (include zip code)	Phone Number

**PERSONAL DATA:**

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Information provided by you in this part WILL NOT automatically bar you from employment with Central City Public Schools, but will be considered in view of all relevant circumstances.

If yes, please provide details including the type of crime, court indicted in, and date of conviction.

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Are you currently employed? Yes \_\_\_\_\_ No \_\_\_ If yes, \_\_\_\_\_  
Employer's name, address, and zip code

At what hourly rate will you accept? \_\_\_\_\_

Date available to work with Central City Public Schools: \_\_\_\_\_

If you have ever been employed by the Central City Public Schools in any capacity, what was the position and when were you employed? \_\_\_\_\_

**My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, and other appropriate sources. I waive my right of access to any such information or any liability with its release or use.**

**Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, falsification or misrepresentation made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.**

\_\_\_\_\_ day \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
**Legal Signature of Applicant**

Central City Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs or activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Superintendent of Schools  
Central City Public Schools  
1711 15<sup>th</sup> Avenue  
P OBox 57  
Central City, NE 68826-0057

If parents, employees, and students do not feel that their complaints regarding Title IX, Title VI, and Section 504 have met with resolution at the local level, they can appeal their grievances to the regional Department of Education, Office of Civil Rights, at the address listed below:

Office of Civil Rights  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114  
816-823-1404: TDD 800-437-0833



**APPLICANT DISCLOSURE AND AUTHORIZATION FORM**  
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

**DISCLAIMER:** *This document is intended for instructional purposes only and is not intended as legal advice. We recommend you consult with an attorney to review this document and the attached state notices to ensure your compliance with applicable state laws related to background screening and consumer notices and disclosures.*

**DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

Central City Public Schools ("The Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history including current position, worker's compensation injuries, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report conducted by [One Source The Background Check Company, PO Box 24148, Omaha, NE 68124, 1.800.608.3645, [www.onesourcebackground.com](http://www.onesourcebackground.com)]. The scope of this notice and authorization is allowing the Company to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law.

**ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. **PLEASE PRINT LEGIBLY**

*This information will be used for background screening purposes only and will not be used for any other purpose*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
Other Names/Alias: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_  
Driver's License #: \_\_\_\_\_ State of Driver's License: \_\_\_\_\_  
Present Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_

All Previous Addresses in the Last Seven (7) Years

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_