

# Anchorage School District

## Classified Application And Instructions

**WHAT IS A CLASSIFIED POSITION?** A Classified position is a position that does not require an Alaska Teaching or Administrative Certificate as a minimum qualification.

**WHEN DO I APPLY FOR A VACANCY USING A CLASSIFIED APPLICATION?** Please use the Classified Application if you are currently not a regular district employee, when a position vacancy announcement does not list an Alaska Teaching or Administrative Certificate under minimum qualifications, or lists it, but says "preferred", then you will need to apply for the vacancy using a classified application.

**POSTING PERIOD:** Applications are accepted only during the period listed on each position vacancy announcement and only for the specific position which has been advertised.

**POSITION ELIGIBILITY:** It is the District's objective to hire well-qualified applicants. Read the position vacancy announcement carefully. You must meet the position requirements in order to be considered for a position.

**APPLICATION MATERIALS:** It is your responsibility to fill out the application completely, accurately and to include all information which is relevant to the position. You may submit additional information or resumes, but they do not substitute for fully completing the application form. Any supplements should be on 8.5 x 11 paper. Applying for a job is a serious matter; you should do your utmost to provide an application which will reflect favorably upon you as an applicant. All materials must be submitted by the application deadline. **IF YOUR APPLICATION FORM IS NOT COMPLETELY FILLED OUT, YOUR APPLICATION MAY NOT BE CONSIDERED.**

**MASTER APPLICATION:** A separate application is required for each job for which you are applying. It is not possible to search out previous applications which have been submitted for other positions. Make a MASTER APPLICATION [leaving the Position Title, PVA Number, Certification and Release blank] so that you can easily copy it without filling out the application form each time you apply for a position. Please make sure that your master application form is current.

**TESTS:** Certain positions require a test to establish eligibility for the position.

**INTERVIEWS:** The most qualified applicants will be selected for interviews.

**SELECTION:** The applicant selected for the position will be contacted by a representative of the Human Resources Department with an official offer of employment. No other contact will be considered official. If you cannot be contacted in a reasonable time, another applicant may be selected.

**EMPLOYMENT REQUIREMENTS:** If extended an offer of employment from Human Resources, you will be required to provide the following:

1. An "Interested Person Report" from the Alaska State Troopers Headquarters. You may be required to provide fingerprints and undergo a federal and state criminal history check.
2. A complete Employment Eligibility Verification Form I-9. Verification of eligibility must be completed within three business days of hire date. (Federal Law)
3. You may also be required to join a union or bargaining association. See position vacancy announcement for further information.

# ANCHORAGE SCHOOL DISTRICT

## Classified Application

**HUMAN RESOURCES**  
 5530 E. Northern Lights Blvd.  
 Anchorage, AK 99504  
 (907) 742-4187  
 www.asdk12.org

Position Title	PVA Number
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Last Name	First Name	MI	Social Security #
Previous Name(s) Used			
Present Address	City	State	Zip
Permanent Address	City	State	Zip
Home Phone	Work Phone	Message Phone	Leave Message With

Former Anchorage School District Employee?  No  Yes      Former Position

Current Anchorage School District Employee?  No  Yes      Current Position

### EDUCATION

Please clearly indicate number of college credits or highest degree completed. Official transcripts from all institutions may be required if hired.

School Name	City/State	Dates Attended		Graduated		Major Course or Subject	Degree/Cert	Credit Hours
		From	To	Yes	No			
High School								
College/University								
Technical/Trade School								
Business School								
Other Education/Training								

AK Driver's License #: \_\_\_\_\_

License Type: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Date: _____
Application Processed by: _____	
Counter _____	Mail _____
Email _____	Fax _____

Last Name

First Name

Social Security #

**OUTSIDE ACTIVITIES**

Professional memberships, certificates, or licences held:
Past/present civic or cultural activities-include offices held:
Hobbies:

**QUALIFICATIONS AND SKILLS** (Check all items below that fall within your skill set and experience.)

**Office Skills**

- Accounting
- Accounts Receivable
- Accounts Payable
- Bookkeeping
- Data Entry
- Filing
- Inventory
- Letter Composition
- Purchasing
- Recordkeeping-Financial
- Recordkeeping-Payroll
- Reports-Statistical
- Reports-Financial
- Report Writing
- Shorthand
- Other

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**Office Equipment**

- Fax
- Offset Press
- Photocopiers
- 10 Key Calculator
- Switchboard
- Telephones
- TTY/TDD
- Typewriter
- Other

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**Computers:**

PC & MacIntosh Applications

- Clarisworks
- Filemaker Pro
- LaserCat
- MacDraw
- Microsoft Outlook
- Microsoft Excel
- Microsoft Word
- Microsoft Powerpoint
- PageMaker
- Other

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**Crafts & Trades**

- Heating & Ventilation
- Plumber
- Electrician
- Electronics
- Mechanic
- Carpenter
- Truck Driving Type:
- Warehousing
- Certificate of Fitness Card
- Other - Explain:

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**Other**

- Commercial/Institutional
- Current First Aid Card  
Expires \_\_\_\_\_
- Food Service
- Institutional Cleaning/Custodial
- Safety/Security
- Other - Explain:

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**Special Education Aide**

- Behavior Support
- Deaf Interpreter-Signing Type
- Learning Disabled
- Mentally Disabled
- Physically Disabled
- OT/PT
- Speech/Language
- Other - Explain:

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**Instructional Aide**

- Arts/Crafts
- Bilingual-ESL
- Grammar
- Math
- Music
- Reading
- Science
- Other - Explain:

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**Fluent in Languages**

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**Last Name**

**First Name**

**Social Security #**

**EMPLOYMENT RECORD**

Start with present or most recent positions, list all previous employers, including self-employment, summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Dates Worked From To	Hrs/Week	Starting Pay	Ending Pay	Job Classification/Title
Last or Present Employer				Description of Duties
Street Address		City, State ZIP		
Supervisor's Name		Telephone		
Reason for Leaving				
Dates Worked From To	Hrs/Week	Starting Pay	Ending Pay	Job Classification/Title
Last or Present Employer				Description of Duties
Street Address		City, State ZIP		
Supervisor's Name		Telephone		
Reason for Leaving				
Dates Worked From To	Hrs/Week	Starting Pay	Ending Pay	Job Classification/Title
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Reason for Leaving				

**Last Name**

**First Name**

**Social Security #**

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Street Address		City, State ZIP		
Supervisor's Name		Telephone		
Reason for Leaving				

## REFERENCES

List three references, other than relatives, who have knowledge of your work experience and abilities. At least one should be a previous supervisor.

Name	Title	Address	Phone

Name and relationship of relatives who work for the Anchorage School District or who serve on the Anchorage School Board (if any):

Name	Relationship	Department

## Current Changes to the Application Process

"Yes" answers to the following four questions will not necessarily result in the denial of employment. The District will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility, qualifications, and suitability for employment. Attach additional sheets if necessary.

1. Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, vacated, or expunged. If you answer "YES" you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

\_\_\_\_\_ YES \_\_\_\_\_ NO

2. Have you ever been dismissed (fired) from any job or resigned at the request of your employer while charges against you or an investigation of your behavior was pending? You must answer "YES" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of termination of employment, the name, address, and telephone number of the employer(s) and a statement of the alleged reasons for termination.

\_\_\_\_\_ YES \_\_\_\_\_ NO

3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before, any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address, and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

\_\_\_\_\_ YES \_\_\_\_\_ NO

4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "YES" you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

\_\_\_\_\_ YES \_\_\_\_\_ NO

**APPLICANT NOTE**

It is my understanding that as part of the Anchorage School District procedures for processing my employment application, a background report may be made which allows access to confidential and proprietary information and systems. Information is obtained through third parties, such as business associates, financial sources, present and previous employers, Alaska State Troopers, Federal Bureau of Investigation, or others familiar with my background. This inquiry may include confirmation and information as to my character, general reputation, personal characteristics, previous employers, educational background, current and previous residence locations for the last five years, military service, credit rating, and conviction records.

I hereby authorize the Anchorage School District to obtain from my former employers and listed references all data needed to support this application. I agree that reference material may be kept in confidence, and the Anchorage School District, its agents, employees, may not be liable in any manner for relying on material contained in this application, including references, in making employment decisions.

It is my understanding that additional testing of job-related skills may be required prior to employment.

It is my understanding that after an offer of employment, and prior to reporting to work, I may be required to submit to a medical review. Depending on District policy and the requirements of the position, I may be required to be examined by a medical professional designated by the District.

It is my understanding that the use of illegal drugs is prohibited during employment. If District policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

It is my understanding that an offer of employment with the Anchorage School District requires the approval of the Executive Director of Human Resources, is offered only from the Human Resource Department, and must be ratified by the School Board.

**CERTIFICATION AND RELEASE**

I have reviewed the job description and requirements of the position for which I am applying and understand these requirements.

Yes \_\_\_\_\_ No \_\_\_\_\_

I can perform the requirements of this job with or without reasonable accommodations.

Yes \_\_\_\_\_ No \_\_\_\_\_

Every answer I have provided on this application is both complete and truthful. I understand and agree that (1) if any information is omitted from or not filled in on this application, or if false information is furnished, the District will reject my application, (2) if any false information is furnished I will be ineligible for any future consideration for employment and may be subject to criminal prosecution, and (3) if I am employed by the District, I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this Application.

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**Print Name**

**Signature**

**SS#**

**Date**

**AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Anchorage School District to provide equal educational and employment opportunities, and to provide services and benefits to all students and employees without regard to race, color, religion, physical disabilities, national origin, gender, or other prohibitions. This policy of the Anchorage School District is consistent with numerous laws, regulations, and executive orders enforced by various federal, state, and municipal agencies, including but not limited to Executive Order 11246, Title 41, part 60-1, 60-2, 60-3, 60-20, Title VI and VII of the 1964 Civil Rights Act, Title IX of the Education Amendments Act of 1972 and Title I of Americans with Disabilities Act. Inquiries or complaints may be addressed to the School District Equal Employment Opportunity Office, the Alaska State Commission for Human Rights, the Anchorage Equal Rights Commission, the Office for Civil Rights, the federal or state Departments of Education or the Department of Health and Human Services.

# EQUAL EMPLOYMENT OPPORTUNITY OFFICE RACE, ETHNICITY, AND GENDER SURVEY (VOLUNTARY)

The Anchorage School District is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the Anchorage School District invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including information to be summarized and reported to the federal and state government for civil rights enforcement. When reported, data will not identify any specific individual. For individuals who choose not to self report a determination will be made by observation. Please complete the following information and return it with your application to the Human Resources Department.

<b>Last Name</b>	<b>First Name</b>		<b>MI</b>
<b>Social Security Number</b>	<b>Birthdate</b>	<b>Male</b> <input type="checkbox"/>	<b>Female</b> <input type="checkbox"/>
<b>Applying For:</b>	<b>PVA Number</b>	<b>Date</b>	

**Please respond to Part 1 AND Part 2**

**Part 1:** \*Are you Hispanic or Latino?  Yes  No

**Part 2:** Regardless of your response to Part 1, select **one or more** of the following Race categories that apply using the definitions below:

✓	RACE	DEFINITIONS OF RACIAL/ETHNIC CATAGORIES
<input type="checkbox"/>	<b>Alaska Native</b>	A person having origins in any of the original peoples of Alaska and who maintains cultural identification through tribal affiliations or community recognition.
<input type="checkbox"/>	<b>American Indian</b>	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
<input type="checkbox"/>	<b>Asian</b>	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
<input type="checkbox"/>	<b>Black or African American</b>	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/>	<b>White</b>	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/>	<b>Native Hawaiian or Other Pacific Islander</b>	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

\*Note: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.