In-Building Hire Application

To be used for:

In-Building Aide or sub Crossing Guard or sub
Overload Aide STEM
Student Workers AVID
Work Study

Human Resources
phone (509) 354-7265
fax (509) 354-5963
www.spokaneschools.org

Spokane Public Schools
excellence for everyone

POSITION YOU ARE APPLYING FOR: _____

Location:_____ Hiring Official:_____

PERSONAL INFORMATION

Full Name_____
Last First Middle

Other Name(s) Under Which Records May be Listed_____
Last First Middle

Present Address: _____ Phone( )_____
Street City State Zip

Permanent Address: _____ Phone( )_____
Street City State Zip

E-mail address: _____

Person through whom you may be reached_____ Phone( )_____

Present position or Employment Status_____ Phone( )_____

Are you presently a student? ____ YES _____ NO

If yes, what school are you attending? _____ Level/Year: _____

Have you worked in any other school or school district? ____ YES ____ NO If yes, please mark : ____volunteer only or ___employee

Please list school district(s) and position(s):_____

All of the information I have provided in this application is true, correct, and complete. I authorize Spokane Public Schools to inquire with former employers or references and obtain any and all information regarding my job related background. I release and waive Spokane Public Schools, my former employer(s), and all references from any and all liability in obtaining or disclosing such information. I agree that information provided by any individual shall be confidential and I shall not have access to such information. I agree that if I have provided false or incomplete statements, the district may, at its sole discretion, without notice or due process procedures, terminate my employment contract. If such action is taken by the district, the contract shall be deemed void from its inception.

Signature of Applicant_____ **Date**_____

HIRING SCHOOL/DEPARTMENT USE ONLY:

WORK LOCATION: **START DATE:**

BUDGET # _____ _____ _____ _____ _____
LOC PROG AC OBJ TKLOC

SUPERVISOR SIGNATURE:_____ ACCOUNTING APPROVAL:_____

POSITION CODES: please circle	MI125P190 – IN-BLDG AIDE	MI201P000 – SPS STUDENTS (HIGH SCHOOL)
MI234P000 – STEM 1	MI126P000 – IN-BLDG AIDE SUB	MI205P000 – STUDENT ASST (NON SPS STUDENT +18)
MI232P000 – STEM 16	MI103P190 – CROSSING GUARD	MI204P000 – STAGE CREW
MI230P000 – STEM 27	MI105P000 – CROSSING GUARD SUB	MI206P000 – AVID & WORK STUDY
	MI100P000 – OVERLOAD AIDE	