



**HIGH PLAINS EDUCATIONAL COOPERATIVE**

"High Plains Educational Cooperative will assist and support the member districts in providing educational services which will maximize opportunities for all children to live, learn, and work in society." *HPEC Mission Statement*

621 E Oklahoma  
Ulysses, KS 67880  
620-356-5577  
800-779-4732  
www.highplainsed.com

**Application For Non-Certified Employment**

Date \_\_\_\_\_ SSN# \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Positions for which you are applying (in order of preference):

1. \_\_\_\_\_ 2. \_\_\_\_\_

Do you have health related problems that might interfere with your ability to perform any of your job duties. If so, explain:

Are you employed? \_\_\_\_\_ Present Salary: \_\_\_\_\_

Present Employer: \_\_\_\_\_

When could you be available? \_\_\_\_\_

**Educational & Professional Training** (Including High School or GED)

Name & Location of Institution      Dates Attended      Diploma/Degree      Date Received

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

**References** (Include previous employers, supervisors, professors, etc.)

Name      Address      Position      Telephone

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

**Record of Work Experience**

Employer	Type of Work	Employed From-To

Please make any additional remarks that you think might strengthen your application, such as special training and qualifications

Have you ever been dismissed from a job?    Yes    No (If yes, explain)

Have you ever been convicted of a felony?    Yes    No (If yes, explain)

Are you currently enrolled in KPERS? (Kansas Public Employees Retirement System) ?    Yes    No  
OR

Are you currently receiving a monthly KPERS Retirement check?    Yes    No

**Both race and ethnicity categories must be completed**

**Ethnic Group-**

Hispanic or Latino: ?    Yes    No

(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

**Race Category – Select all the general racial category(ies)**

American Indian or Alaskan Native: a person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community attachment.

*Examples: Azteca, Zapotec, Maya, Nahua, Aymara, Kichwa, Lakota, Navajo, Guarani*

Asian: 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.

Black or African American: a person having origins in any of the Black racial groups or Africa.

Native Hawaiian or Other Pacific Islander: a person of having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

White: a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

*Examples: Middle Eastern (A person having origins in any of the original peoples of Egypt, Israel, Iraq, Jordan, Leganon, Palestine, Syria, or Turkey) Spanish: (A person having origins in any of the original peoples of Spain)*

1. I certify that all the information provided by me in the application is true and complete. I understand that any misstatements, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.

2. I authorize any of the persons or organizations referenced in the application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such information to you. I authorize any background checks by any third party.

3. I authorize HPEC to request, receive, and verify all information given on this application and I release HPEC from all damages that may result from your doing so.
4. I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation and I release you from all liability for any damages that may result from your doing so.
5. Notwithstanding any other provision to the contrary, all contracts are subject to termination by the employing board of education, without further proceedings and without reference to any other law or contractual arrangement, if the results of the criminal history records checks required by state law reveal employee has been convicted of any offense, or of any attempt to commit any offense, specified in K.S.A. 1999 Supp. 72-1397, and amendments thereto.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**An Equal Employment/Educational Opportunity Agency**

The High Plains Educational Cooperative does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment, its programs or activities. Any questions regarding HPEC's compliance with Title VI, Title IX, ADA, or Section 504 may be directed to the Coordinator, who is the Director of the Cooperative. The Director can be reached at (620) 356-5577 or at 621 E Oklahoma, Ulysses, KS 67880. The Assistant Secretary for Civil Rights, U.S. Department of Education is also available.