

Milbank School District 25-4
 1001 East Park Ave.
 Milbank, SD 57252
 (Fax – 605-432-4137)

Application for Head Maintenance/Facilities Manager

PLEASE TYPE OR PRINT. Complete the entire application.

PERSONAL INFORMATION

Name (Last, First, Middle):			
Present Address:		City, State & Zip:	Address Valid Until:
Social Security Number:	Home Phone:	Work Phone:	Other Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you a veteran?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Graduate Study:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other credentials/endorsements/ licenses, etc., which are relevant to the job(s) for which you are applying.						

SKILLS:

Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge.

PERSONAL STATEMENT: State briefly why you desire this position:

WORK EXPERIENCE-Please detail your previous work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary.

Dates Employed From: To	Organization Name and Address:	
Starting Salary:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title:
Final Salary:	If part-time, # hrs./wk: <input type="checkbox"/>	
Supervisor's Name, Title and Phone #:		Reason for Leaving:
Dates Employed From: To	Organization Name and Address:	
Starting Salary:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title:
Final Salary:	If part-time, # hrs./wk: <input type="checkbox"/>	
Supervisor's Name, Title and Phone #:		Reason for Leaving:
Dates Employed From: To	Organization Name and Address:	
Starting Salary:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title:
Final Salary:	If part-time, # hrs./wk: <input type="checkbox"/>	
Supervisor's Name, Title and Phone #:		Reason for Leaving:

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. If employed, I will be required to furnish proof of eligibility to work in the United States, a criminal background check, and to comply with company and departmental regulations.

Applicant Signature: _____ Date: _____

The following documents are necessary as a part of the application process for the Milbank School District: letter of application, resume, three letters of recommendation, and this completed application. Mail, FAX, or email materials to Tim Graf, Superintendent, Milbank School District 25-4. Email = tim.graf@k12.sd.us