

Recruitment

The board delegates to the superintendent the authority to recruit staff members. In carrying out this responsibility, the superintendent may involve administrators and other employees.

Hiring

The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board.

Hiring sequence

- Conditional offer of employment to the candidate;
- Acceptance by the candidate;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

Approved: 7/01

APPLICANT JOB APPLICATION ACKNOWLEDGMENTS

The following statements should be included on all job applications:

1. I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, 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 this 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 parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.
3. I authorize you to request, receive, and verify all information given on this application and I release you 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.

Signature of Applicant

Date

Affidavit of Continuous Residency

STATE OF KANSAS)
) SS:
COUNTY OF (_____))

I, [name], of lawful age and being first duly sworn on my oath, allege and state as follows:

- 1. That I have been a permanent residence of the State of Kansas for the past ____ years.

- 2. That I have resided at the following addresses for the last 10 years:
(List most recent first.)

Address (Street Address, Town or City and Zip Code)	From	To

_____ Name

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__.

_____ Notary Public

My appointment expires: _____