



**PARMA SCHOOL DISTRICT #137**

805 E. McConnell Ave., Parma ID 83660

Phone: 208-779-4069 ext. #1602

Fax: 208-779-4080

Email: [eobenchain@parmaschools.org](mailto:eobenchain@parmaschools.org)

Dear Applicant:

Thank you for your interest in employment with the Parma School District.

Please return **Application** with the following attachments:

- **Cover Letter**
- **Resume**
- **Write a one-page essay discussing those personal and professional characteristics, which make you the right person for the Parma School District to consider.**

You may use any of the following methods:

*Deliver in Person or Mail to:* Parma School District #137  
District Office  
805 E. McConnell Avenue  
Parma ID 83660

*Fax:* 208-779-4080

*Email:* [eobenchain@parmaschools.org](mailto:eobenchain@parmaschools.org)

The policy of the Parma School District is to keep applications on file for one year from the date of submission.

Positions are advertised locally with the Department of Education, Idaho State Department of Labor, The Idaho Statesman and the Idaho Press Tribune. If you learn of another job opening in Parma that you are interested in, you must either phone or notify the District Office in writing to reactivate your application.

Again, thank you for your interest in the Parma School District. We look forward to hearing from you soon.

Emily Obenchain  
District Secretary



**PARMA SCHOOL DISTRICT #137**  
**805 E McCONNELL**  
**PARMA, ID 83660**  
**208/779-4069 ext. #1602 208/779-4080 FAX**  
**CLASSIFIED APPLICATION**

Today's Date: \_\_\_\_\_

Check position which you are applying for: (you may check more than one position)

- Educational Assistant       Bus       Custodial/Maintenance       Clerical/Secretary  
 Cook/Kitchen Monitor       Summer School       Other \_\_\_\_\_

Position Most Desired: \_\_\_\_\_

Prospective employee will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status. An Equal Opportunity/Affirmative Action Employer.

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

\_\_\_\_\_ Street or PO Box \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

\_\_\_\_\_ Home Phone \_\_\_\_\_ Business/Message Phone \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_

Have you ever applied with Parma School District #137?  Yes  No

If yes: Year \_\_\_\_\_ Location \_\_\_\_\_

Are you of legal age to work?  Yes  No

Do you require a work permit?  Yes  No

Are you willing to work overtime if asked?  Yes  No

Do you require a days notice to work any overtime?  Yes  No

When are you available for work? \_\_\_\_\_

List any special training or skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**EDUCATION**

	Name of School	Location	Course of Study	Graduate	Degree
K-8					
High School					
Business/TradeTech					
College					
College					

**EMPLOYMENT HISTORY**

Please give complete full-time/part-time employment record. Start with present/most recent employer.

1. From \_\_\_\_\_ to \_\_\_\_\_ Wage (start) \_\_\_\_\_ (last wage) \_\_\_\_\_

Company Name \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Job Title/Description \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

2. From \_\_\_\_\_ to \_\_\_\_\_ Wage (start) \_\_\_\_\_ (last wage) \_\_\_\_\_

Company Name \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Job Title/Description \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

3. From \_\_\_\_\_ to \_\_\_\_\_ Wage (start) \_\_\_\_\_ (last wage) \_\_\_\_\_

Company Name \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Job Title/Description \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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**REFERENCES**

It is the applicant's responsibility to provide the following information in order to be considered for employment.

1. The names, phone numbers and addresses of at least three reference sources. (Including current employer if employed or last employer if not currently employed).

Name of Reference	Position/Relationship	Mailing Address	Phone #

**Have you ever been convicted, plead guilty, no contest, or had a withheld judgement for a misdemeanor involving theft, violent crime, use/possession of a controlled substance or crime against children or any felony?**

Yes    No   If yes, explain: \_\_\_\_\_

**CERTIFICATION AND RELEASE**

I certify that the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of fact called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the school and/or its agents including consumer reporting bureaus to verify any of this information by searching appropriate information and record sources. I authorize all employers, persons, schools, companies, law enforcement authorities and state agencies to release any information concerning my background and hereby release those parties from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If school policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to being offered a position and/or during employment.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**BUS DRIVERS ONLY**

1. How long have you lived at your present address? \_\_\_\_\_
2. How long did you live at your previous address? \_\_\_\_\_
3. Do you have any physical impairments that could interfere with the duties of a school bus operator?  
\_\_\_\_\_  
\_\_\_\_\_
4. Current Driver's License: State: \_\_\_\_\_ Number: \_\_\_\_\_  
 Operators     Chauffeurs     Other \_\_\_\_\_
5. Have you had any type of vehicle accident in the last three years?     Yes     No  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Has your driver's license been suspended or revoked during the last three years?  
 Yes     No