

Doland School District 56-2
Employment Application – Assistant Business Manager / Administrative Assistant
405 N Humphrey Drive, Doland, SD 57436

Applicant Information

Full Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____

Email Address: _____

Date Available to Start: _____

Education

High School or GED

School Name: _____

City/State: _____

Did you graduate? ☐ Yes ☐ No

College, Technical School, or Additional Education/Training

School/Program: _____

Degree/Certificate (if applicable): _____

Relevant coursework, certifications, or training:

Employment History

(List most recent job first.)

Employer

Employer: _____

Position: _____

Dates Employed (From–To): _____

Supervisor Name & Phone: _____

Primary Job Duties

Reason for Leaving

Employer

Employer: _____

Position: _____

Dates Employed (From–To): _____

Supervisor Name & Phone: _____

Primary Job Duties

Reason for Leaving

Administrative & Office Experience

Do you have office, administrative, bookkeeping, or business management experience?

☐ Yes ☐ No

If yes, please describe:

Years of experience: _____

Skills & Qualifications

Please check all that apply:

- ☐ Written & oral communication skills
- ☐ Microsoft Word
- ☐ Microsoft Excel
- ☐ Microsoft Outlook
- ☐ Google Workspace
- ☐ Budget preparation or monitoring
- ☐ Accounts payable
- ☐ Accounts receivable
- ☐ Payroll processing
- ☐ Purchasing & procurement
- ☐ Financial recordkeeping
- ☐ Data entry
- ☐ Filing & records management
- ☐ Scheduling & calendar management
- ☐ Public communication
- ☐ Confidential records management
- ☐ Knowledge of school finance or public-sector accounting
- ☐ Ability to work independently and as part of a team

Other relevant skills, software, certifications, or experience:

References

(Please list two professional references.)

Reference #1

Name: _____

Relationship: _____

Phone/Email: _____

Reference #2

Name: _____

Relationship: _____

Phone/Email: _____

Background Check & Compliance Authorization

Doland School District 56-2 is committed to providing a safe environment for all students and staff.

Employment with the district is contingent upon the successful completion of a background investigation, which may include:

- Criminal history check
- Sex offender registry check
- Verification of employment history and references

By signing below, I authorize Doland School District 56-2 to conduct these checks and verify the information provided in this application. I understand that employment is contingent upon satisfactory results of these screenings.

Have you ever been convicted of a felony or misdemeanor (excluding minor traffic violations)?

☐ Yes ☐ No

If yes, please explain (include dates and details):

A conviction will not necessarily disqualify an applicant from employment.

Applicant Statement

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in disqualification from employment or termination if hired. I understand that, if hired, I will be expected to comply with all district policies and procedures, including but not limited to:

- Confidentiality of student, personnel, and financial records
- District financial procedures and internal controls
- Records retention requirements
- Professional ethics and workplace conduct
- Student safety and district security procedures
- Applicable federal, state, and district regulations

Signature: _____

Date: _____

Doland School District 56-2 is an Equal Opportunity Employer