

ALBURNETT COMMUNITY SCHOOL

P.O. Box 400 • 131 Roosevelt Street, Alburnett, Iowa 52202

Superintendent's Office
(319) 842-2261
Fax (319) 842-2398

High School Office
(319) 842-2263

Elementary Office
(319) 842-2261

APPLICATION FOR SUPPORT STAFF EMPLOYMENT

PLEASE TYPE OR PRINT

NAME: _____
(Last) (First) (Middle)

ADDRESS: _____ SOCIAL SECURITY # _____
_____ PHONE NUMBER: _____

POSITION APPLIED FOR: _____ LOCATION: _____

Describe your qualifications, certifications, licenses, if applicable, and experience for this position:

IF BUS DRIVER: Iowa Chauffeur's License? ___ If yes, Number _____ Expiration date: _____

RECORD OF EDUCATION

| | <u>LEVEL</u> | <u>NAME & ADDRESS OF SCHOOL</u> | <u>YEARS</u> | <u>GRADUATE?</u> |
|-------------|--------------|-------------------------------------|--------------|------------------|
| Elementary | _____ | _____ | _____ | _____ |
| High School | _____ | _____ | _____ | _____ |
| College | _____ | _____ | _____ | _____ |
| Other | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ |

PERSONAL REFERENCES

| | <u>NAME & ADDRESS</u> | <u>OCCUPATION</u> | <u>PHONE</u> | <u>YRS. KNOWN</u> |
|----|---------------------------|-------------------|--------------|-------------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |

EMPLOYMENT HISTORY

Please list below all present and past employment, beginning with your most recent.

COMPANY NAME & ADDRESS: _____
SUPERVISOR: _____
SALARY: _____
DATES EMPLOYED FROM: _____ TO: _____
REASON FOR LEAVING: _____

COMPANY NAME & ADDRESS: _____
SUPERVISOR: _____
SALARY: _____
DATES EMPLOYED FROM: _____ TO: _____
REASON FOR LEAVING: _____

COMPANY NAME & ADDRESS: _____
SUPERVISOR: _____
SALARY: _____
DATES EMPLOYED FROM: _____ TO: _____
REASON FOR LEAVING: _____

COMPANY NAME & ADDRESS: _____
SUPERVISOR: _____
SALARY: _____
DATES EMPLOYED FROM: _____ TO: _____
REASON FOR LEAVING: _____

Please account for any lapses in dates between employment.

Continue list of employment on additional sheet of paper if necessary.

Please use this space to summarize any additional experience and/or skills you may have.

RECORD OF MILITARY DUTY

Active Duty: _____ to _____ Reserve Duty: _____

Branch: _____ Branch: _____

Location of Duty: _____ Obligation: _____

Rank at Discharge: _____ Times of Current Training Duty: _____

Type of Discharge: _____

YOU MAY ATTACH A RESUME IF YOU WISH

PLEASE ATTACH A COPY OF ANY CERTIFICATES OR LICENSES WHICH PERTAIN TO THIS POSITION.

Background Check and Information

In addition to the following information, a thorough background check may be made at the option of the Alburnett Community School District.

If additional space is needed, attach additional sheets and clearly identify as Background Check and Information: A, B, C, and D, respectively:

"YES" answers to the following questions will not necessarily result in denial of an offer of employment. The Alburnett Community School District will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the board in determining your eligibility and suitability for an offer of employment.

A. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of intoxication or reckless driving)? You must answer "YES" if true, even if the matter was later dismissed, deferred, reversed, or vacated. If you answer "YES" you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

_____ Yes _____ No

Explanation _____

B. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "YES" if true, even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of termination of employment, the name, address, and telephone number of the employer(s) and a statement of the alleged reasons for termination.

_____ Yes _____ No

Explanation _____

C. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge of complaint.

_____ Yes _____ No

Explanation _____

D. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "YES" you must provide the name, address and telephone number of the employer or licensing body and statement of the accusation against you.

_____ Yes _____ No

Explanation _____

Verification Statement

(Please read carefully and sign the statement below.)

The information in the Application for Employment is true, correct, and complete to the best of my knowledge. I certify that I have answered all questions to the best of my ability, and I have not withheld any information that would unfavorably affect my application for employment. I acknowledge that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, may be the cause for my rejection from employment or may result in my subsequent dismissal if I am hired.

Signature

Date

***PLEASE DIRECT ALL INQUIRIES,
APPLICATIONS, AND SUPPORTING MATERIALS TO:***

**Dani Trimble, Superintendent
Alburnett Community School District
P.O. Box 400 • 131 Roosevelt Street, Alburnett, Iowa 52202
E-Mail: dtrimble@alburnettcsd.org**

The Alburnett Community School District does not discriminate on the basis of sex, race, national origin, marital status, age or disability in admission to, or treatment of, or employment in, its programs and activities. It is the intent of Alburnett Community School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures have been established for anyone who feels Alburnett Community School District has shown discrimination. These procedures can be obtained by contacting the Superintendent of Schools. Inquiries concerning the application of Alburnett Community School District's policies of nondiscrimination should be directed to the Superintendent of Schools P.O. Box 400, 131 Roosevelt Street, Alburnett, IA 52202, (319) 842-2261.

Thank you for your interest.

FOR OFFICE USE ONLY

Received _____

Contract Issued _____

Acknowledged _____

Assignment _____

Interview Date(s) _____

Building _____

Salary _____