

MEDIAPOLIS COMMUNITY SCHOOL DISTRICT

Non-Certified Application for Employment

FULL NAME _____
LAST FIRST MIDDLE INITIAL DATE

OTHER NAME(S) _____
PLEASE PROVIDE ANY OTHER NAMES YOU HAVE USED AT ANY TIME

Current Address _____
STREET CITY STATE ZIP

HOW LONG AT CURRENT ADDRESS: TO: _____ FROM: _____

PREVIOUS ADDRESS _____
STREET CITY STATE ZIP

E-MAIL ADDRESS _____

TELEPHONE HOME: (_____) _____ CELL: (_____) _____

SOCIAL SECURITY NO. _____

NOTE: SOCIAL SECURITY NUMBER IS OPTIONAL AND FAILURE TO SUBMIT IT ON THIS FORM WILL NOT PROHIBIT EMPLOYMENT CONSIDERATION. SOCIAL SECURITY NUMBER MAY BE REQUIRED ON OTHER FORMS BEFORE EMPLOYMENT.

INDICATE POSITION(S) FOR WHICH YOU ARE APPLYING FOR:

_____ AIDE _____ SECRETARY _____ ACCOUNTING/BUSINESS
_____ TRANSPORTATION _____ FOOD SERVICE _____ OTHER
_____ MAINTENANCE _____ CUSTODIAN

TYPE OF EMPLOYMENT DESIRED: FULL-TIME _____ PART-TIME _____ SUBSTITUTE _____

MONTH/DAY/YEAR AVAILABLE FOR EMPLOYMENT: _____

DRIVER'S LICENSE NUMBER (IF REQUIRED FOR POSITION): _____

IF YOU ARE UNDER 18, CAN YOU FURNISH A WORK PERMIT? . Yes No

HAVE YOU EVER BEEN EMPLOYED HERE BEFORE? . Yes No

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THIS COUNTRY? . Yes No

(PROOF OF U.S. CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT)

DO YOU HAVE ANY RELATIVE(S) WHO ARE EMPLOYEES OR BOARD MEMBERS IN THE SCHOOL DISTRICT AND CITE RELATIONSHIP:

ESTIMATE YOUR NUMBER OF ABSENCES FROM WORK OR SCHOOL FOR EACH OF THE LAST THREE YEARS:

DID YOU HAVE ANY UNAUTHORIZED ABSENCES FROM YOUR JOB OR SCHOOL IN THE LAST THREE YEARS? Yes No If YES, EXPLAIN WHY.

HOW MANY MONDAYS AND FRIDAYS WERE YOU ABSENT FROM WORK FOR EACH OF THE LAST THREE YEARS OTHER THAN APPROVED VACATION LEAVE?

I. EMPLOYMENT INFORMATION:

LIST YOUR LAST FOUR (4) EMPLOYERS. IF YOU ARE EMPLOYED AT THIS TIME THE FIRST POSITION LISTED SHOULD BE YOUR CURRENT POSITION. INDICATED "DO NOT CONTACT" IF THAT IS YOUR WISH.

FROM: _____ TO: _____ JOB TITLE: _____

EMPLOYER: _____ TELEPHONE: _____

ADDRESS: _____

IMMEDIATE SUPERVISOR & TITLE: _____

SUMMARIZE THE NATURE OF WORK PERFORMED & JOB RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

HOURLY RATE/SALARY: START: \$ _____ PER _____ FINAL: \$ _____ PER _____

FROM: _____ TO: _____ JOB TITLE: _____

EMPLOYER: _____ TELEPHONE: _____

ADDRESS: _____

IMMEDIATE SUPERVISOR & TITLE: _____

SUMMARIZE THE NATURE OF WORK PERFORMED & JOB RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

HOURLY RATE/SALARY: START: \$ _____ PER _____ FINAL: \$ _____ PER _____

FROM: _____ TO: _____ JOB TITLE: _____

EMPLOYER: _____ TELEPHONE: _____

ADDRESS: _____

IMMEDIATE SUPERVISOR & TITLE: _____

SUMMARIZE THE NATURE OF WORK PERFORMED & JOB RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

HOURLY RATE/SALARY: START: \$ _____ PER _____ FINAL: \$ _____ PER _____

FROM: _____ TO: _____ JOB TITLE: _____

EMPLOYER: _____ TELEPHONE: _____

ADDRESS: _____

IMMEDIATE SUPERVISOR & TITLE: _____

SUMMARIZE THE NATURE OF WORK PERFORMED & JOB RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

HOURLY RATE/SALARY: START: \$ _____ PER _____ FINAL: \$ _____ PER _____

II. SKILLS AND QUALIFICATIONS

SUMMARIZE SPECIAL SKILLS AND QUALIFICATIONS YOU ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCES THAT YOU BELIEVE WOULD MAKE YOU A VALUABLE EMPLOYEE OR

DEMONSTRATE YOUR QUALIFICATIONS TO FILL THE POSITION AT THE MEDIAPOLIS COMMUNITY SCHOOL DISTRICT FOR WHICH YOU APPLIED.

III. EDUCATIONAL BACKGROUND

LEVEL OF EDUCATION	NAME OF SCHOOL AND LOCATION	COURSE OF STUDY	WAS A DEGREE OBTAINED? IF NOT, STATE HOURS EARNED	WHAT WAS YOUR GPA?
High School				
College or University				
Other/GED				

IV. MILITARY EXPERIENCE

BRANCH OF SERVICE	RANK	INCLUSIVE DATES

PROFESSIONAL/CHARACTER REFERENCES

THE APPLICANT IS RESPONSIBLE TO PROVIDE THE NAMES OF AT LEAST THREE PROFESSIONAL/CHARACTER REFERENCE SOURCES INCLUDING CURRENT EMPLOYER IF EMPLOYED, OR LAST EMPLOYER IF NOT CURRENTLY EMPLOYED.

NAME OF REFERENCE	POSITION/RELATIONSHIP	MAILING ADDRESS	PHONE NUMBER
1.			
2.			
3.			

BACKGROUND CHECK INFORMATION

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

“YES” answers to the following questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events that led to the actions described below. Your written explanation will assist us in determining your eligibility and suitability for employment. Please note that your failure to provide complete, truthful and accurate information will most likely lead to the Mediapolis Community School District not hiring you or, if you are hired, terminating your employment upon the discovery of the incorrect, false or inaccurate information.

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 that do not involve any allegations of alcohol, drugs or reckless driving) or have any civil charges filed against you previously or currently pending involving allegations of child abuse or spousal abuse? You must answer “YES” even if the matter was later dismissed, deferred, reversed or vacated. If you answer “YES” to any of the following, on a separate sheet of paper, attach and provide an explanation including dates of the proceedings, the name and address of the court and/or employer or licensing body where the proceedings occurred, a statement of the accusation against you, and the final disposition of the matter.

No Yes **If yes, attach a separate sheet for explanation.**

B. Have you ever been dismissed, fired or terminated from any job or resigned at the request of or pressure from your employer or left employment while charges or an investigation of your behavior was pending or have you been refused tenure, reappointment or a contract from any employer? You must answer “YES” even if the matter was later resolved with any form of settlement or severance agreement, regardless of the terms. If you answer “YES” you must provide the date of termination or resignation and other action concerning tenure, reappointment or continuing contract denial, and the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination or resignation.

No Yes **If yes, attach a separate sheet for explanation.**

C. Have you ever had any license or certificate of any kind (teaching license or other professional license) revoked, suspended or reprimanded or have you in any way been sanctioned 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 any proceedings, name, address and telephone number of the agency or body or employer and where any proceedings took place, a statement of the accusations against you, the final disposition, and/or current status of the charge or complaint.

No Yes **If yes, attach a separate sheet for explanation.**

TO WAR-TIME VETERANS: Special Notice - Voluntary Information: Iowa Code Chapter 35C requires public employers to inquire whether applicants served in the military or naval forces during wars or armed conflicts. If an applicant meets certain eligibility criteria, they may be entitled to preference in employment. Please indicate below whether you wish the Mediapolis Community School District to determine whether you are qualified for this preference. Yes No If you marked "YES," please read and complete the following form:

If an applicant meets certain eligibility criteria, and there are no other applicants with greater qualifications, an eligible and qualified veteran may be entitled to preference in employment under Iowa Code §35C.1. A veteran is an individual who meets the definition set forth in Iowa Code §35.1. If the applicant indicates below that he/she is a veteran, the District may perform a background check into the applicant's military service record for verification of eligibility under Chapter 35C. Refusal to provide this information will not adversely affect your consideration for employment. If you wish to be identified as a veteran, please check any of the categories indicated below that are applicable to your status as a veteran.

I AM AN HONORABLY DISCHARGED CITIZEN AND RESIDENT OF THE STATE OF IOWA, WHO SERVED IN THE ARMED FORCES OF THE UNITED STATES AT SOME TIME DURING THE FOLLOWING DATES:

- World War II from December 7, 1941 through December 31, 1946 or a former member of the active, oceangoing merchant marines who served at any time within those dates and was honorably discharged or a former member of the women's air force service pilots or another person who has been conferred veterans status based on my civilian duties during World War II in accordance with federal Pub. L. No. 95-202, 38 U.S.C. § 106.
- Korean conflict from June 25, 1950 through January 31, 1955 or a former member of the armed forces of the United States and a portion of my time of enlistment occurred within those dates, but I instead opted to serve five years in the reserve forces of the United States, as allowed by federal law, and I was discharged under honorable conditions.
- Vietnam conflict from February 28, 1961 through May 7, 1975.
- Lebanon or Grenada service from August 24, 1982 through July 31, 1984.
- Panama service from December 20, 1989 through January 31, 1990.
- Persian Gulf conflict from August 2, 1990 and ending on the date specified by the President or Congress of the United States as the date of permanent cessation of hostilities.

I am a former member of:

- the reserve forces of the United States who served at least twenty years in the reserve forces after January 28, 1973, and who was discharged under honorable conditions.
- the reserve forces of the United States who completed a minimum aggregate of ninety days of active federal service, other than training, and was discharged under honorable conditions, or was retired under Title X of the United States Code.
- the Iowa National Guard who served at least twenty years in the Iowa National Guard after January 28, 1973, and who was discharged under honorable conditions.
- the Iowa National Guard who was activated for federal duty, other than training, for a minimum aggregate of ninety days, and was discharged under honorable conditions or was retired under Title X of the United States Code.

The undersigned, _____, applicant hereby authorizes any veteran, military, or other government agency to provide information which is necessary to verify applicant's eligibility for veterans preference to the Mediapolis Community School District, 821 N. Northfield Street, Mediapolis, Iowa 52637. Any information acquired by the Mediapolis Community School District under this authorization shall be for their confidential use only. Furthermore, the Mediapolis Community School District will use the information acquired under this authorization solely to determine the applicant's eligibility for a veterans preference only in the position applied for.

APPLICANT'S SIGNATURE

DATE

VERIFICATION STATEMENT

I hereby certify that the information in this 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 also understand and acknowledge that if I am employed by the Mediapolis Community School District that any misrepresentation or omission of any fact whenever discovered 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.

I also understand that if I accept a position with the Mediapolis Community School District, the statements on this application will become part of my permanent record.

I also understand that an offer of employment is conditioned upon the completion of a satisfactory background check which may include, but is not limited to the following: educational verification, background information, a national criminal history check, a review of the sex offender registry, a review of the child abuse registry, a review of the dependent adult abuse registry, and a department of transportation (DOT) driving record verification (if a driver's license is required for the position applied). I also understand and agree that with my signature on this document I give permission to the Mediapolis Community School District to conduct: 1) a Criminal History Check, 2) a Sex Offender Registry Check, 3) a Child Abuse Registry Check, 4) a Dependent Adult Abuse Registry Check, 5) a Driver's Record Check, 6) verification of educational records, and 7) verification of background information. Finally, I acknowledge and understand that before an offer of employment would be made, I would have to agree to and sign a Background and Employment Information Authorization and Release.

SIGNATURE OF APPLICANT

DATE

**BACKGROUND AND EMPLOYMENT INFORMATION
AUTHORIZATION AND RELEASE**

The undersigned, _____, (hereinafter "Prospective Employee") hereby authorizes any **present** or **former** employer to provide information about his/her background for employment purposes to the Mediapolis Community School District, a prospective employer, who may make such an informational request. Information to be appropriately released may include, without being limited to:

- | | |
|---|------------------------|
| - Positions held | - Training |
| - Performance evaluations | - Experience |
| - Professional assessment of strengths, skills, abilities | - Qualifications |
| - Reasons for leaving employment | - Professional conduct |
| - Confirming dates of employment | - Criminal record |
| - Other information pertinent to the position applied for | - Attendance Record |
| - Reasons why or why not rehire | |

Any information acquired by the Mediapolis Community School District under this authorization shall be for their confidential use only, and shall not be communicated in any way to other employers, agencies, educational institutions or any other business or organization requesting such information for any purpose. Furthermore, the Mediapolis Community School District shall use the information acquired under this authorization solely to determine the applicant's fitness for the position available or to verify credentials claims and/or other information supplied by the applicant.

The undersigned Prospective Employee, to the extent permitted by law, hereby releases the former employer from any and all liability resulting from the release of the aforesaid information to the Mediapolis Community School District. This Release covers all injuries, damages, and claims whether known or not and which may hereafter appear or develop, arising from the providing of such information as authorized above. Specifically, the undersigned agrees to discharge the former employer, its agents or employees from any and all claims resulting from or due to the good faith release of information arising under: breach of contract; interference with contractual relations; unintentional misrepresentation; any violation of a State or Federal constitution; invasion of privacy; defamation/slander; or any other federal or state violation or cause of action including the undersigned's individual contract and employment or applicable collective bargaining agreement, whether currently in effect or previously in effect.

Prospective Employee's Signature

Date

Print Name

Witness' Signature