

ANITA COMMUNITY SCHOOL DISTRICT

1000 Victory Park Road
ANITA, IA 50020
An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT Classified Position

Position(s) applying for: _____ Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Social Security #: _____ Are you seeking full time or part time? _____

Cell Phone: _____ Home Phone: _____

Work Phone: _____ E-Mail _____

Are you legally eligible to work in the United States? (circle one) Yes or No

Are you a U.S. Citizen? (circle one) Yes or No

Are you a Military veteran: (circle one) Yes or No
If yes, dates of service _____

Provide name and phone number of person best able to locate you when necessary.

Work Experience

Date Employed (month/year)	Place of Work (include address and phone)	Supervisor's Name	Position Title and Salary	Reason for Leaving
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				

Please list special skills, training or experience that qualifies you for the position you are applying for. _____

Personal References

Please list a minimum of three

Name: _____ Position: _____

Relationship: _____ Phone: _____

Name: _____ Position: _____

Relationship: _____ Phone: _____

Name: _____ Position: _____

Relationship: _____ Phone: _____

Name: _____ Position: _____

Relationship: _____ Phone: _____

Education				
	Name and Location	Years Attended	Date Graduated	Subjects Studied/ Degree
High School				
College				
Trade, Business or Correspondence school				

Moral turpitude includes, but is not limited to theft, attempted theft, murder, rape, swindling, sexual misconduct and indecency with a minor. It also includes acts of baseness, vileness, or depravity contrary to the accepted rule of right and duty between persons. Have you ever been convicted of any offense(s) involving moral turpitude?

(circle one) Yes or No

Are you on a sex offender registry?

(circle one) Yes or No

Are you on the Department of Human Services' child abuse registry? (circle one) Yes or No

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

(circle one) Yes or No

Responding "Yes" to any of the previous three questions is not an automatic bar to employment. The date of the offense and the relationship between the offense and the position for which you are applying will be considered. If you answered "Yes" to any of the three previous questions, on a separate sheet please provide date, incident, city/state of charge, and explanation of the incident.

Are you able to perform with or without reasonable accommodation, the essential job functions required of the position you applied for?

(circle one) Yes or No

(if No, please explain on a separate sheet).

To complete this application you must furnish:

letter of application,

and this signed application document.

transcripts (if applicable)

Resume' (optional)

Incomplete files will not be considered.

NOTICE OF GRIEVANCE PROCEDURE

Applicants for employment in the school district shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in program and employment.

NOTICE OF NON-DISCRIMINATION

Applicants for employment are hereby notified this institution does not discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

AGREEMENT

I hereby certify that the above information, and the information included in my application materials, to the best of my knowledge, is true, accurate and complete.

I hereby give former and/or current employers permission to provide any information requested by appropriate personnel of the Anita Community School District regarding my professional competence, performance, and character. I waive any right I may have against any person contacted as a reference concerning this application.

I understand that, if employed, I may be dismissed from employment if false statements are made on this application or my application materials. I also understand that all employees are required to have a physical examination and that a criminal background check will be conducted. I further understand that if I accept a position with the Anita Community School District; this application will become part of my permanent record.

I have read and understand the above statements.

Signature

Date

Remit all application materials to:

Anita Community Schools
1000 Victory Park Road
Anita, Iowa 50020
712 762-3231