

Colfax-Mingo Community School District Standard Application

1000 N. Walnut Colfax, IA, 50054 515-674-3646 www.colfaxmingo.k12.ia.us

Note: This application should not be used by applicants for Teaching positions.

Check our website for the appropriate documents.

(PLEASE PRINT OR TYPE)

POSITION(S) APPLYING FOR:

NAME			
	LAST	FIRST	MIDDLE
ADDRESS			
	STREET	(AREA CODE) TELEPHONE	
	CITY	STATE	ZIP CODE

EDUCATIONAL BACKGROUND

	HIGH SCHOOL	COLLEGE	OTHER
NAME OF SCHOOL			
YEARS COMPLETED			
DIPLOMA/DEGREE RECEIVED			

EXPERIENCE (PRESENT OR MOST RECENT FIRST)

Dates		Name Of Employer And Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason For Leaving:		
Name & Title Of Supervisor:				
Dates		Name Of Employer And Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason For Leaving:		
Name & Title Of Supervisor:				

Dates		Name Of Employer And Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason For Leaving:	
Name & Title Of Supervisor:				

Dates		Name Of Employer And Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason For Leaving:	
Name & Title Of Supervisor:				

REFERENCES

References should include individuals who have first-hand knowledge of your professional competence and your personal qualifications. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	ADDRESS	TELEPHONE

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. Military Service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a youth offender law, and any convictions which have been expunged by a court or for which you successfully completed an accelerated rehabilitative disposition program.

Were you ever convicted of a criminal offense?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you on the Department of Human Services child abuse registry?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you on a sex offender's registry?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Have you ever been terminated or asked to resign?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you subject to any visa or immigration status, which would prevent lawful employment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you subject to any visa or immigration status, which would prevent lawful employment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Note: If you answered "yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

Are you able to perform, with or without reasonable accommodation, the essential job functions of this position? If no, please explain.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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ACT 34 Clearance (PA State Police Criminal Background Check)

Each applicant must submit with his/her employment application a copy of a Criminal History Record from the Pennsylvania State Police. Prospective employees must submit ORIGINAL report, which may not be more than five (5) years old.

ACT 114 (Federal Criminal History Record)

Each applicant must submit with his/her employment application a copy of a Federal Criminal Record from the Federal Bureau of Investigation (FBI). Prospective employees must submit ORIGINAL report, which may not be more than five (5) years old.

ACT 152 Clearance (PA Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance from the Pennsylvania Department of Public Welfare. Prospective employees must submit ORIGINAL report, which may not be more than five (5) years old.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Spring Cove School District may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification.

Date		Signature of Candidate (in ink) [Must be original]

Colfax-Mingo Community School District does not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. Inquiries and grievances may be directed to the Affirmative Action Coordinator at Colfax-Mingo Community School District, 1000 N. Walnut, Colfax, IA 50054, 515-674-3646; or the Director of Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.