

**Cherokee Community School District**  
**600 West Bluff**  
**Cherokee, Iowa 51012**  
**(712) 225-6767**

This School District is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of age, race, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, ancestry, political party preference, political belief, family status, physical or mental ability or disability, gender identity or marital status.

Note: If you have a physical or mental disability and you believe that an accommodation may be necessary in order for you to complete this application, please state the kind of accommodation, which you believe is appropriate.

Please answer ALL questions. Print or write carefully. If you provide false, inaccurate, or incomplete information in this application form or in any interview or if you fail to disclose information requested in this application form or in any interview, you will not be eligible for employment, or, if you are hired, you will be subject to termination.

***Application for Employment***

**General Information**

Application Date: \_\_\_\_\_ Date Available: \_\_\_\_\_  
First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Current Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Permanent Phone: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
Position(s) for which you are applying: \_\_\_\_\_

**Teacher applicant (if not skip to General Applicant)**

Are you under a teaching contract for next year? Yes ☐  
Where: \_\_\_\_\_ No ☐

Have you applied for your Iowa Teacher License? Yes ☐  
Iowa Folder Number \_\_\_\_\_ No ☐

What certifications, endorsements or approvals have you achieved (including coaching authorization)?

Have you previously held a licensed position in an Iowa Public School? Yes ☐  
District: \_\_\_\_\_ No ☐

Have you successfully completed an official probationary period in a public school district?  
If Yes, what was the length of the probationary period? \_\_\_\_\_ Yes ☐  
No ☐

**General Applicant:**

Are you on a sex offender registry

Are you on the Department of Human Services' child abuse registry?

Are you able to perform, with or without reasonable accommodation, the essential job functions required of this position? Yes ☐  
If no, explain: \_\_\_\_\_ No ☐

High School Attended: \_\_\_\_\_ Location: \_\_\_\_\_

Did you graduate from high school? Yes ☐ No ☐

**Military Services**

Have you served in the Military?

If yes, I served in these wars and/or conflicts: \_\_\_\_\_

Yes ☐  
No ☐**College Education:**

College:	Location:	Degree & Major/Minor:	Number of Hours Beyond Highest degree

**Employment:**

Be sure to include an explanation of all gaps in time of employment.

Other than vacation and holidays, how many days did you miss in the last three years? \_\_\_\_\_

How many months have you been unemployed in the last 12 months? \_\_\_\_\_

How many months have you been unemployed in the last 36 months? \_\_\_\_\_

**1)**

School District/Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_

Date Worked From: \_\_\_\_\_ Date worked to: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

**2)**

School District/Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_

Date Worked From: \_\_\_\_\_ Date worked to: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

**3)**

School District/Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_

Date Worked From: \_\_\_\_\_ Date worked to: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

**References:**

Reference's Name:	Reference's Employer & Address	Reference's Position:	Reference's Home Phone:	Reference's Work Phone:

***Criminal Record (To Be Completed By All Applicants)***

The term "convicted" includes a guilty plea, a plea of nolo contendere or no contest, a deferred judgment or adjudication, and an adjudication of guilt or delinquency as a minor.

If you answer "yes" to any of the following questions, you must provide details on back:

Have you ever been convicted of a felony:\_\_\_\_\_

Have you ever been convicted of a serious misdemeanor:\_\_\_\_\_

***Note:***

Conviction will not necessarily bar you from employment. We will consider the number, nature, seriousness, and recency of the convictions in making our decision.

Please return completed application by\_\_\_\_\_

Equal Opportunity Employer

## **For All Applicants – Please Read Carefully Before Signing**

I hereby certify that the statements made by me in this application and all related information, which I have provided are true, accurate and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, regardless of the date on which the School District discovers the violation of its policy regarding application form dishonesty.

In connection with my application for employment with the School District, I expressly authorize the release to the School District of any records or information which may refer or relate to my application for employment, including, but not limited to, records of schools, law enforcement or criminal justice agencies, and previous employers. I hereby release and discharge the School District and any other person, firm, agency or corporation from any and all claims and liability which I may have or ever claim to have relating to information provided to the School District as part of my application for employment.

If I am offered and accept employment with the School District, I understand that, unless otherwise required by statute, my employment is At Will and that my employment may be terminated at any time and for any reason either by me or by the School District.

Signature\_\_\_\_\_Date\_\_\_\_\_

## **EMPLOYMENT APPLICATION FORM – CRIMINAL RECORDS CHECK CONSENT**

I understand that if I apply for employment with the Cherokee Community School District, the District will conduct a check of my criminal history. I agree to sign a Waiver authorizing the District to obtain a check of my criminal history, and I further agree to provide all information necessary to obtain this criminal history check.

Signature\_\_\_\_\_Date\_\_\_\_\_