



## SUPPORT STAFF APPLICATION FOR EMPLOYMENT

### POSITION APPLIED FOR

#### A. PERSONAL INFORMATION (please respond to each item electronically)

Last Name First Name MI

Cell Phone E-Mail Address

Work Phone Home Phone Date Application Submitted

Home Address City, State, Zip

Work Address City, State, Zip

#### B. CURRENT POSITION (please respond to each item electronically)

Present Title Current Position Held Since Which Year

Employer

Employer Address

City, State, Zip

#### C. EDUCATIONAL BACKGROUND

Please list the colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent.

Name/Location of Institution	Year(s)	Degree	Major
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Name/Location of Institution	Year(s)	Degree	Major
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Name/Location of Institution	Year(s)	Degree	Major
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Name/Location of Institution	Year(s)	Degree	Major
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Name/Location of Institution	Year(s)	Degree	Major
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D. EMPLOYMENT OR EXPERIENCE

Position	Employer	City & State	Specific Years Employed
Position	Employer	City & State	Specific Years Employed
Position	Employer	City & State	Specific Years Employed
Position	Employer	City & State	Specific Years Employed

Please explain any gaps in employment or other relevant employment details.

## **E. COMPLETE FOR CUSTODIAL/MAINTENANCE POSITIONS**

If you have experience with any of the following, please check.

Carpenter Work

Cement Work

Electrical Work

Grounds Care

Plumbing

Painting

## **F. COMPLETE FOR BUS DRIVER POSITIONS**

Driver's License No.

Chauffeur's License No.

Has your driver's license ever been suspended or revoked?

Yes

No

Do you use intoxicants?

To what degree?

Yes

No

Have you had a vehicle accident in the last 3 years?

Yes

No

Have you had a traffic violation in the last three years?

Yes

No

## **G. COMPLETE FOR FOOD SERVICE POSITIONS**

Please indicate interest and experience in the following:

Preparation of Food - Interested

Yes

No

Preparation of Food - Experienced

Yes

No

Use of Commercial Equipment - Interested  
(ovens, dishwashers, large equipment)

Yes

No

Use of Commercial Equipment - Experienced  
(ovens, dishwashers, large equipment)

Yes

No

Serving Food - Interested

Yes

No

Serving Food - Experienced

Yes

No

Cleaning of Food Preparation Area - Interested

Yes

No

Cleaning of Food Preparation Area - Experienced

Yes

No

**H. COMPLETE FOR TEACHER ASSOCIATE POSITIONS**

What special experience have you had which would assist you in a position as a teacher's associate in the Spirit Lake Community Schools?

**I. COMPLETE FOR SECRETARIAL POSITIONS**

What special experience have you had which would assist you in a position as a secretary in the Spirit Lake Community Schools? Indicate office equipment/ software programs you have experience with.

**J. REFERENCES**

Please list three individuals who are very familiar with your professional work and who have be contacted.

Name of Individual	Official Title/Position	
Work/Business Phone	Cell/Home Phone	E-Mail Address
.....		
Name of Individual	Official Title/Position	
Work/Business Phone	Cell/Home Phone	E-Mail Address
.....		

Name of Individual

Official Title/Position

Work/Business Phone

Cell/Home Phone

E-Mail Address

## **K. MISCELLANEOUS**

List any honors, leadership positions or other recognitions received.

## **L. BACKGROUND INFORMATION**

If you answer "yes" to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved.

Have you ever been convicted of a violation other than a minor traffic violation? (The term "conviction" includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge.)

Yes

No

Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education?

Yes

No

In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or a licensing board of any state?

Yes

No

Are you currently under investigation by any regulatory body for any alleged misconduct or other alleged grounds for discipline?

Yes

No

Has there been any incident that could negatively affect your ability to serve this District?

Yes

No

Responding "yes" to any of the previous 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.

## M. SERVICE RECORD

Did you serve in the United States Armed Forces?

Yes

No

If Yes, Dates of Service

Branch of Service

Discharge Status

Honorable

Other

Describe any service outside the Continental United States.

## N. AUTHORIZATION

Please read carefully and then sign your name if you agree to the terms.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, my own work product, 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, I will be subject to disciplinary action or dismissal regardless of the date on which the District discovers the violation of its policy regarding application form dishonesty. I authorize verification of any of this information. I authorize all current and former employers to release any information concerning my background.

All persons who apply, are interviewed, and become a finalist for a position will be expected to sign a waiver for any or all of these agencies: National Criminal History (FBI); Iowa Criminal History (DCI); Department of Human Services; and Department of Transportation. The finalist will be expected to complete a physical. The information obtained within the reports will be used to determine employment.

The Spirit Lake Community School District is an EEO/AA employer.

**For more information, please visit our website:**

**[www.spirit-lake.k12.ia.us](http://www.spirit-lake.k12.ia.us)**

**We ARE Spirit Lake !**

Signature (Type) of Applicant

Date

## Form 14 - Affirmative Action Information

Completion of this form is optional. However, we would appreciate your supplying the requested information. In order to comply with regulations established by the U.S. Equal Opportunity Commission, the Office of Civil Rights in the U.S. Department of Education, *Iowa Code* § 19B.11, and I.A.C. 281-ch.95, the District must report statistical summaries of the information requested. The information is used for this purpose and other affirmative action purposes only. Please return the form in the enclosed envelope.

### Section I

American Indian or Alaskan Native

White, not of Hispanic origin

Black, not of Hispanic origin

Asian or Pacific Islander

Latino or Hispanic

Other

### Section II

Male                      Female                      Age

Handicapped

Yes

No

Disabled Veteran (any era)

Yes

No

Vietnam Era Veteran (1964 - 1975)

Yes

No

### Section III

Please check the source from which you learned of this position

Advertisement in newspaper, professional journal, newsletter or job registry, including Iowa Workforce Development listings. \*Please indicate the name of the publication in the space provided below.\*

Position announcement at school.

Personal contacts by district.

All other activities. \*If other activity, please specify in the space provided below.\*

\* Name of Publication

\*Other Activity

Name

Date

Position Sought