

CERTIFIED PERSONNEL APPLICATION

Date _____, 20____

I. PERSONAL DATA:

1. Full Name _____
(Last) (First) (Middle)

2. Present Address _____

3. Zip Code _____ Telephone Number () _____

4. Permanent Address _____

II. EDUCATION:

Name & Location Degree

High School _____

College/University _____

Graduate _____

Related College Major _____ Minor _____ Areas _____

Exact title of your Iowa License _____ Folder # _____

List college extra-curricular activities and honors _____

III. GENERAL INFORMATION

Have you been employed here before? _____ If so, position: _____

Date _____

Position Applied for _____

Earnings expected \$ _____.

When are you available to begin work? _____.

Have you been convicted of a felony at any time? _____. If yes, please explain:

(Note: Conviction will not necessarily disqualify applicant from employment).

Is there any reason you could not perform the duties listed as essential functions for that job? If yes, please explain and indicate what accommodations, if any, would you

suggest _____

IV. MILITARY:

Active Duty:
Branch: _____
Period of duty: _____
Rank at discharge: _____

Reserve Duty:
Branch: _____
Period of Obligation: _____

V. RECORD OF TEACHING/ADMINISTRATIVE EXPERIENCE:

Have you successfully completed a probationary teaching experience in the State of Iowa? _____

NAME OF SCHOOL AND LOCATION GRADE OR SUBJECT DATES

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Years of Full-Time Paid Experience: _____

VI. REFERENCES: (Include last teaching position)

NAME POSITION/AGENCY ADDRESS TELEPHONE

Your College Placement Office _____

Name under which your Credentials/References are filed _____

VII. CERTIFICATION AND RELEASE:

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any false information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize a thorough investigation into my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information. I recognize that, when considering my application, the school cooperation may contact the employers I listed in this application. I hereby authorize a representative from each such employer to discuss all aspects of my employment with the school cooperation and to disclose any and all documents regarding employment.

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. I understand that any offer of employment will, therefore, be contingent on my ability to produce the required documentation within the time period required by law.

The Missouri Valley Community School District will provide equal opportunity to all employees and applicants for employment in accordance with all applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies and agencies. In employing District Personnel, consideration shall be given to qualifications, credentials, records of the applicants, and veteran status without regard to race, color, creed, sex, martial status, national origin, religion, age or disability.

Applicant Signature _____ Date _____

It is the policy of the Missouri Valley Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, or marital status in its educational programs, activities, and its employment/personnel practices. If you have questions or grievances related to this policy, please contact the district's Educational Equity Coordinator at (712) 642-2706.

AN EQUAL OPPORTUNITY EMPLOYER