

POSITION(S) DESIRED:

Food Service **Secretarial**
 Teacher Asso. **Transportation**
 Custodian/Maintenance

 Full Time **Part Time**

CLASSIFIED APPLICATION FOR EMPLOYMENT

SPENCER COMMUNITY SCHOOL DISTRICT

23 East 7th, P.O. Box 200
Spencer, IA 51301
(712) 262-8950

PERSONAL INFORMATION

Name _____

Address _____

City, State, and Zip Code _____

Telephone Number _____ Social Security Number _____

An Affirmative Action, Equal Opportunity Employer

I. EMPLOYMENT RECORD:

List previous employment and experience:

| DATES TO – FROM | NAME & ADDRESS OF EMPLOYER | SALARY | KINDS OF DUTIES | IMMEDIATE supervisor | REASONS FOR LEAVING |
|-----------------|----------------------------|--------|-----------------|----------------------|---------------------|
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| II. EDUCATION | NAME & LOCATION | YEARS ATTENDED | DATE GRADUATED |
|---|-----------------|----------------|----------------|
| HIGH SCHOOL | | | |
| COLLEGE | | | |
| TRADE, BUSINESS, CORRESPONDENCE, SCHOOL | | | |

III. REFERENCES

Give three to five references (**other than your personal friends**) who are qualified to show your fitness for the position you may seek. Letters of reference will be accepted.

Name/Occupation Address Position Telephone Association with Applicant

IV. To be completed by secretarial, clerical and paraprofessional applicants:

Check areas of experience:

- Accounting/Bookkeeping CPR
- Copy Machine First Aid
- Telephone Supervision of Children

SOFTWARE/COMPUTER:

- Excel
- Word
- MAC
- PC

Other: _____

V. To be completed by custodial and maintenance applicants:

Please check any of the following for which you have had training or experience.

- Air Conditioning First Aid
- Heating Systems Floor Care
- Carpentry Grounds Care
- Carpet Care Locks and Hardware
- Cement Work Painting
- Computers _ Plumbing
- CPR Roofing
- Electricity Snow Removal

Other: _____

VI. To be completed by bus applicants:

Driver's License No. _____ Chauffeur's License No. _____

Has your motor vehicle license been revoked within the past five years? _____

Have you been convicted of violating either a State or Federal law? _____

Experience - Driving:

| <u>Type of Vehicle</u> | <u>No of years</u> | <u>For Whom</u> |
|-------------------------------|---------------------------|------------------------|
| 2-ton or over single unit | _____ | _____ |
| Semi with tractor | _____ | _____ |
| Bus | _____ | _____ |
| Other | _____ | _____ |

VII. To be completed by food service applicants only:

- Preparation of Food Serving Food
- Cleaning of Food Preparation Area Use of Commercial Equipment such as ovens, dishwasher, or other food service equipment

Are you willing to work as a substitute in the area in which you are applying? Yes _____ No _____

Veteran of Military Service: Yes _____ No _____ If yes, Dates of Service _____
Type of Discharge _____

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 a felony or any offense(s) involving moral turpitude?

Yes _____ No _____

I hereby give former and/or current employers permission to provide any information requested by appropriate personnel of the Spencer Community School District regarding my professional competence, performance, and character. I waive any rights 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. 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 Spencer Community School District, this application will become part of my permanent record.

(Date)

(Signature of Applicant)

The Spencer Community School District does not discriminate based on gender, race, national origin, creed, age, marital status, or disability. Inquiries may be directed to the Superintendent, 23 East 7th Street, Spencer, IA 51301, (712) 262-8950.

DIRECTIONS FOR FILING:

This application, when completed, should be returned to: **SUPERINTENDENT, SPENCER COMMUNITY SCHOOLS, 23 East 7th Street, Box 200, Spencer, IA 51301**

NOTE: Papers and photographs will not be returned. Applications will be kept on file for **one year**. If the applicant desires to renew his/her application after one year, **this office must receive notification.**

APPLICANTS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, OR THE PRESENCE OF A NON-JOB-RELATED MEDICAL CONDITION OR HANDICAP.