



Independence Community School District
 1207 1st Street West • Independence, IA 50644 • (319) 334-7400 • www.independence.k12.ia.us

EMPLOYMENT APPLICATION

Date: _____ E-mail Address: _____

Name: _____
 (Last) (First) (Middle Initial)

Former Name(s): _____ Social Security Number: _____

Current Address: _____
 (Street)

 (City) (State) (Zip Code)

Telephone: _____
 (Home Phone Number) (Work Phone Number) (Cell Phone Number)

Employment Information
Check (√) area(s) in which you seek assignment. <input type="checkbox"/> Custodial/Maintenance <input type="checkbox"/> Food Service <input type="checkbox"/> Paraprofessional (Associate) <input type="checkbox"/> Transportation/Bus Driver <input type="checkbox"/> Clerical <input type="checkbox"/> Other _____
Check (√) building(s) in which you seek assignment. <input type="checkbox"/> Early Childhood Center <input type="checkbox"/> East Elementary (K-2) <input type="checkbox"/> West Elementary (3-6) <input type="checkbox"/> Jr/Sr High School (7-12) <input type="checkbox"/> Bus Garage <input type="checkbox"/> Central Administration Office
Salary desired: _____
Employment Desired (Check (√) all that apply) <input type="checkbox"/> Full Time Employment <input type="checkbox"/> Part Time Employment <input type="checkbox"/> Substitute Employment
Date Available For Employment: _____
Do you have a valid driver's license allowing you to drive between work sites? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a vehicle that will provide reliable transportation for getting to and from work or between work sites? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a former Independence Community School District Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide job title and dates of employment: _____
Do you have any relatives, including in-laws, who are district employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list: _____

WORK EXPERIENCE

Date Employed (month/year)	Place of Work (include address and phone)	Position and Salary or Wage	Supervisor's Name & Phone Number	Reason for Leaving
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				

May we contact your current employer for a reference? Yes No

EDUCATION

	Name and Location of School	Number of Years Attended	Graduated Yes/No
High School			
College(s)			
Trade, Business or Correspondence School			

APPLICANTS FOR POSITIONS REQUIRING DRIVING

Do you hold a commercial driver's license (CDL)? Yes No

List endorsements/restrictions: _____

Driver's license number: _____

Have you ever been involved, as a driver, in a motor vehicle accident? Yes No

Have you ever been found guilty of a moving traffic violation? Yes No

Have you ever had your license suspended or revoked? Yes No

Briefly explain any "yes" responses: _____

REFERENCES

List at least three (3) references who are familiar with your performance, experience, and character.

Name: _____ Position: _____

Relationship: _____ Phone: _____

Name: _____ Position: _____

Relationship: _____ Phone: _____

Name: _____ Position: _____

Relationship: _____ Phone: _____

Name: _____ Position: _____

Relationship: _____ Phone: _____

Name: _____ Position: _____

Relationship: _____ Phone: _____

BACKGROUND INFORMATION

Are you, or have you ever been, listed on a sex offender registry? Yes No

Are you, or have you ever been, listed on a child or dependent adult abuse registry? Yes No

Have you ever been found guilty, accepted a guilty or Alford plea, or entered a plea of no-contest for any criminal charge? Yes No

Have you ever received a deferred judgment, or in some other way had a guilty plea or conviction removed from your record? Yes No

If you answered "yes" to any of the above questions, provide date, incident, specific charge, city/state in which it occurred: _____

Have you ever been asked to resign from a position, or been given the choice of resigning or being terminated from your position? Yes No

Have you ever been the subject of an investigation or other formal/informal proceeding that resulted in the termination of your employment or resignation? Yes No

Have you ever been the subject of an investigation into wrong doing, or other formal/informal proceeding, resulting in disciplinary or criminal action? Yes No

Briefly explain any "yes" response(s): _____

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 or infraction and the position for which you are applying will be considered.

Are you legally eligible to work in the United States? Yes No

Are you able to perform with or without reasonable accommodation, the essential job functions required of the position? Yes No

Do you wish to be considered for veteran's preference? Yes No

IF YES, PLEASE FILL OUT NEXT SECTION.

MILITARY EXPERIENCE

Active Duty: / / to / /	Reserve Duty: / / to / /
Branch:	Branch:
Location of Duty:	Obligation:
Rank at Discharge:	Times of Current Training Day:
Type of Discharge:	
Veteran Status: ___ Gulf ___ Vietnam ___ Korean ___ Iraq ___ None ___ Other: _____	

AGREEMENT

(Read carefully before signing or submitting electronically)

By my signature:

- I hereby certify that the statements made by me in this application and all related information that 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, I will be subject to disciplinary action or dismissal regardless of the date on which the Employer discovers the errors, omissions, or falsifications.
- I authorize the District to conduct a complete check regarding my background, including, but not limited to criminal record, child and dependent adult abuse registry screening, and sex offender registry. I agree to prepare and sign any other form necessary to complete a criminal background check. I further authorize all government agencies, departments, bureaus, or related entities to release any and all information regarding my criminal history, if any. I agree to immediately notify the District if I should be convicted of any crime while my application is pending, or during my period of employment, if hired.
- I authorize all current and former employers, teachers, and references to release all information regarding my professional competence, performance, character, and background. I waive any right I may have against any person contacted as a reference concerning this application.
- I understand that this application will be considered active for twelve (12) months from the date filed. I further understand that if I am employed by Independence Community Schools, this application and associated documents will become part of my permanent record.
- I understand that this application is not a contract of employment. In accepting the position, if hired, I understand that employment is at will, unless otherwise specified by the Code of Iowa. I acknowledge that the District may discharge an at-will employee at any time for any legal reason or no reason at all.
- I agree to submit to both pre-employment and post-employment random drug and alcohol testing. (Note: This only applies to Bus Drivers as required by the State of Iowa.)

By my electronic submission of this form:

- I attest that all the information contained in this application is accurate, complete, and true.
- I am bound by all elements of the agreement section of the application.
- I understand and accept that electronic submission will be considered equivalent to an original hand written signature on a paper copy of the application.

Name (Print): _____

Signature: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY

The Independence Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board annually.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants.

Advertisements and notices for vacancies within the district will contain the following statement: "The Independence Community School District is an equal employment opportunity/affirmative action (EEO/AA) employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Independence Community School District, 1207 – 1st Street West, Independence, Iowa 50644; or by (319) 334-7400.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820.

<http://www.eeoc.gov/field/Milwaukee/index.cfm> or the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-1004, Phone: 515-281-4121, Toll Free: 1-800-457-4416,

<http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

CONTINUOUS NOTICE OF NON-DISCRIMINATION

It is the policy of the Independence School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status(for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the Equity Coordinator, Erin Burmeister, 1207 1st street West, Independence, IA 50644, 319-334-7400 or eburmeister@independence.k12.ia.us

AFFIRMATIVE ACTION DATA

Completion of the following form is entirely voluntary.

It is the policy of the Independence School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status(for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the Equity Coordinator, Erin Burmeister, 1207 1st street West, Independence, IA 50644, 319-334-7400 or eburmeister@independence.k12.ia.us

The data is collected for the purpose of government reporting and administration of the Independence Community School District's Affirmative Action Policy.

The Independence Community School District is an equal employment opportunity/affirmative action (EEO/AA) employer.

Position(s) Applied for:

<input type="checkbox"/> Custodial/Maintenance	<input type="checkbox"/> Food Service	<input type="checkbox"/> Substitute
<input type="checkbox"/> Paraprofessional (Associate)	<input type="checkbox"/> Transportation/Bus or Van Driver	
<input type="checkbox"/> Clerical	<input type="checkbox"/> Other: _____	

Date of Birth: ____/____/____
MM DD YY

Gender: Male Female

Race or Ethnic Identity:

<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Black or African American (Not Hispanic or Latino)
<input type="checkbox"/> White (Not Hispanic or Latino)	<input type="checkbox"/> Native Hawaiian or Pacific Islander (Not Hispanic or Latino)
<input type="checkbox"/> Asian (Not Hispanic or Latino)	<input type="checkbox"/> American Indian or Alaskan Native (Not Hispanic or Latino)
<input type="checkbox"/> Two or More Races (Not Hispanic or Latino)	

Disability: None Yes _____