



# North Iowa Community School

First consolidated school west of the Mississippi River

*LINKING STUDENTS WITH SUCCESS*

111 Third Avenue NW,

Buffalo Center, Iowa 50424

Phone: 641-562-2525 Fax: 641-562-2921

[www.northiowa.org](http://www.northiowa.org)

## SUPPORT STAFF APPLICATION FOR EMPLOYMENT

PLEASE PRINT OR TYPE

Name \_\_\_\_\_ Date of Application \_\_\_\_\_  
First Middle Last

Present Address \_\_\_\_\_  
Street, P.O. Box  
\_\_\_\_\_  
City, State Zip Code e-mail

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell Phone \_\_\_\_\_

Position You Are Applying For: \_\_\_\_\_

**Note: The information contained in this application becomes a legal part of your contract if you are hired. Exercise the greatest care in answering every item.**

### 1. Education (All Applicants)

	<u>Institution Attended</u>	<u>Number of Years</u>	<u>Dates</u>	<u>Degrees</u>
High School	_____	_____	_____	_____
Post High School	_____	_____	_____	_____
Field of Study (Post H.S.)	_____	_____	_____	_____
			Semester Hours Credit	_____

2. **EXPERIENCE** (All Applicants)

<u>Where</u>	<u>How Long</u>	<u>Dates</u>	<u>Description of Duties</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. **SECRETARIAL SKILLS** (Secretaries, Aides, Bookkeepers and Assistants)

List all business machines you are familiar with.

\_\_\_\_\_

\_\_\_\_\_

List other important skills of demonstrated competence.

\_\_\_\_\_

\_\_\_\_\_

4. **ACTIVITIES** (All Applicants)

List high school, post-high school, and community activities in which you have participated.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. **BUS DRIVER APPLICANTS**

Do you have a CDL License? \_\_\_\_\_ Do you have a bus driver's license? \_\_\_\_\_

Have you ever had your driver's license suspended or revoked? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

List traffic violations other than parking violations: \_\_\_\_\_

\_\_\_\_\_

**6. EMPLOYMENT DATA (All Applicants)**

If hired, and conditions prove satisfactory, do you plan to work for the North Iowa Community School District at least two years? \_\_\_\_\_

When could you begin work? \_\_\_\_\_

**7. REFERENCES (All Applicants)**

Please list 3 personal references other than relatives:

Name	Town	State	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list two past employers:

Name	Town	State	Telephone
_____	_____	_____	_____
_____	_____	_____	_____

**8. ROLE (All Applicants)**

Please describe your role, as you see it, as a member of the North Iowa School staff.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL DATA**

1. I am available to begin work on \_\_\_\_\_ (date).

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

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3. Have you served in the military?  Yes  No

If YES, describe your service: \_\_\_\_\_

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4. Have you ever been removed from a job/position or fired?  Yes  No

If YES, explain: \_\_\_\_\_

5. Are you on a sex offender registry?  Yes  No

Are you on the Department of Human Services' child abuse registry?  Yes  
 No

Have you ever been convicted of a felony?  Yes  No

Have you ever been convicted of a misdemeanor other than a traffic violation?  
 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.*

6. Do you speak a language other than English?  Yes  No

List the language(s): \_\_\_\_\_

7. Are you legally authorized to work in the United States of America?  Yes  No

## **AUTHORIZATION AND RELEASE**

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.

Yes  No

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(Signature or typed full name)

Typing your name on the following line will serve as your legally binding signature.

**I EXPRESSLY AUTHORIZE THE RELEASE TO THE EDUCATIONAL AGENCY RECEIVING THIS APPLICATION ANY RECORDS OR INFORMATION WHICH MAY REFER OR RELATE TO THIS APPLICATION FOR EMPLOYMENT, INCLUDING, BUT NOT LIMITED TO, RECORDS OF EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT OR CRIMINAL JUSTICE AGENCIES, AGENCIES MAINTAINING CHILD ABUSE RECORDS, AND PREVIOUS EMPLOYERS. I HEREBY RELEASE AND DISCHARGE THE EDUCATIONAL AGENCY RECEIVING THIS APPLICATION AND ANY RESPONSIBLE PERSON(S) EMPLOYED BY THE AGENCY FROM ANY AND ALL CLAIMS AND LIABILITY WHICH I MAY HAVE OR EVER CLAIM TO HAVE RELATING TO INFORMATION PROVIDED TO THE EDUCATIONAL AGENCY AS PART OF THIS APPLICATION FOR EMPLOYMENT.**

\_\_\_\_\_ (Signature or typed full name)

By typing your name on the line, this act serves as my legally binding signature

**Non-Discrimination Policy**

It is the policy of the North Iowa Community School District not to illegally 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 district's Equity Coordinator:

Keri Bergeson, 7-12 Principal, 111 3rd Ave NW, Buffalo Center, Iowa, 641-562-2525, [bergesonk@northiowa.org](mailto:bergesonk@northiowa.org).

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, **notification must be directed to the Human Resource Manager.**