



**Dakota Valley School District #61-8**  
 1150 Northshore Drive  
 North Sioux City, SD 57049  
 Phone (605) 422-3800 Fax (605) 422-3807

*Application for Employment*

**First Name:** \_\_\_\_\_ **Last Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Home Telephone:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_ **Date Available for work?** \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.? Yes \_\_\_ No \_\_\_ If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of eighteen? Yes \_\_\_ No \_\_\_ Have you ever served in the U.S. Military? Yes \_\_\_ No \_\_\_

<p><b>Sex</b></p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p>	<p><b>Have you been convicted of a major crime (felony) in the past?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
--	--

**EDUCATION RECORD**

Did you graduate from high school or receive a GED certificate?  Yes  no

SCHOOL NAME	LOCATION	DIPLOMA, DEGREE OR CERTIFICATE EARNED	MAJOR FIELD OF STUDY
High School/GED & Year of Graduation			
1.			
Colleges/Universities/Business/Technical/Vocational			
1.			
2.			
Graduate Schools			
1.			

## EMPLOYMENT RECORD

Please list all employment or volunteer experience. Begin with your present or last position and work back. Provide sufficient, qualifying experience. Please explain all periods of unemployment exceeding 90 days. Attach additional sheets if needed. **You may attach a resume reflecting your employment history in lieu of completing this portion of the application.**

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Full-time <input type="checkbox"/>	Position Title: _____
Employer: _____		Part-time <input type="checkbox"/>	Ending Salary: _____
Address: _____			
City/State: _____			
	Months in this position: _____	Supervisor's Name: _____	
Start Date _____	End Date _____	Supervisor's Phone: _____	
Reason for Leaving: _____			
Describe responsibilities and duties you performed or skills you have that are relevant for the position for which You are applying. _____			
_____			
_____			

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Full-time <input type="checkbox"/>	Position Title: _____
Employer: _____		Part-time <input type="checkbox"/>	Ending Salary: _____
Address: _____			
City/State: _____			
	Months in this position: _____	Supervisor's Name: _____	
Start Date _____	End Date _____	Supervisor's Phone: _____	
Reason for Leaving: _____			
Describe responsibilities and duties you performed or skills you have that are relevant for the position for which You are applying. _____			
_____			
_____			

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Full-time <input type="checkbox"/>	Position Title: _____
Employer: _____		Part-time <input type="checkbox"/>	Ending Salary: _____
Address: _____			
City/State: _____			
	Months in this position: _____	Supervisor's Name: _____	
Start Date _____	End Date _____	Supervisor's Phone: _____	
Reason for Leaving: _____			
Describe responsibilities and duties you performed or skills you have that are relevant for the position for which You are applying. _____			
_____			
_____			

If there is any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying?

---



---



---



---

**PERSONAL REFERENCES** (not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate Dakota Valley School District in any way if the School District decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the Board of Education has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by the Board of Education.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

The Dakota Valley School District does not discriminate in its policies and programs on the basis of sex, or sexual orientation, race, color, age, religion, disabilities, or national origin. Inquiries concerning the application of Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act and the American with Disabilities Act should be brought to the attention of: the Special Services Director, 1150 Northshore Drive, North Sioux City, SD 57049 or by phone at (605) 422 – 3800. Inquiries concerning the application of Title IX, and School Food Services should be brought to the attention of: the Superintendent of Schools, 1150 Northshore Drive, North Sioux City, SD 57049 or by phone at (605) 422 – 3800. To file a complaint regarding Section 504, Title VI or Title IX, please contact the Regional Office for Civil Rights, write to the U.S. Department of Education, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City Missouri 64106. You may also call (816) 268 – 0550 or TDD to (800) 877 – 8339 or fax to (816) 268-0599. To file a complaint of discrimination in regard to school food service, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

**APPLICANT – Do not write below this line**

**FOR INTERVIEWER'S USE**

Interviewer	Date	Comments

**REFERENCE CHECK**

Position Number	Results of Reference Checks	Position Number	Results of Reference Checks