# Personnel Application Form

***Alta-Aurelia Community School***

101 W. 5th Street

Alta, Iowa 51002

(712) 200-1010

"*Together in lifelong learning*"

Alta-Aurelia School Is an Equal Employment Opportunity/Affirmative Action (EEO/AA) employer and does not discriminate on the basis of race or **ethnicity, creed, marital status, sexual orientation, color, religion, national origin, gender, age or disability in its education programs, activities and employment practices. Questions or grievances related to this policy may be** addressed to Ben Schekirke, Equity Coordinator, 1009 S. Main St., Alta, IA 51002 (712) 200-1331.

EEO/AA Employer

1. Name _____ Telephone _____

   Address _____ City _____ Zip Code _____

2. When are you available to start work? _____

   Do you wish to work: Full Time _____ Part Time _____

3. Educational Training:

   | | Where? | Diploma/Degree | Number of Yrs. Attended |
   |---|---|---|---|
   | High School | | | |
   | College | | | |
   | Other | | | |

4. Work Experience: Please list current of most recent employer first.

   May we contact your present employer? Yes _____ No _____

| **Position** | **Employer** | **Dates** | **Salary** | **Reason for Leaving** |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

5. Please list three people who are qualified to discuss your work experience:

| **Name** | **Relationship to You** | **Address** | **Cell/Home Phone** | **Work Phone** |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

6. What qualities do you bring to the position? _____

_____

_____

7. Why would you be a good candidate for this position? _____

_____

_____

8. What background experience do you have that directly relates to the qualifications for this position?

_____

_____

9. Other experience: _____

_____

_____

10. Have you served in the armed forces of the United States? Yes _____ No _____

    If so, what were the dates you served? _____

11. Are you a U.S. Citizen or eligible to work in the U.S.? Yes _____ No _____
    (If you are not a citizen, you will be required to produce proof of employability if you are selected.)

12. Have you ever been convicted of a felony or child abuse? Yes _____ No _____

I authorize investigation of all statements in this application. I understand that misrepresentation or omission of facts called for on this application is cause for dismissal. I also understand I may be assigned to positions other than that for which I initially made application and that my location of work and/or work hours may be changed. I agree that if employed by the school, in consideration for such employment, I shall become familiar with and comply with policies, procedures, and safety practices of the school as they exist. I authorize persons, schools, current employer (if applicable) and previous employers and organizations named in the application (accompanying resume, if any) to provide this school with any relevant information which may be required to arrive at any employment decision. I understand that a criminal records background check will be completed.

I understand that this application is not a contract of employment and that no hiring is legal until approved the Alta-Aurelia School Board of Education.

Date _____ Signature of Applicant _____

_____ Please mark here if you would like to be notified before your name is released to the media as an applicant for this position