APPLICATION FOR EMPLOYMENT

Alta-Aurelia Community School District
1009 S. Main St., Alta, IA 51002
Phone : 712-200-2000

Alta-Aurelia CSD 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 address to Logan Sampers, Equity Coordinator, 1009 S. Main St., Alta, IA 51002 or 712-200-2000.

APPLICANT INFORMATION

FULL NAME: _____ DATE: _____
Last *First* *Middle*

ADDRESS: _____
City *State* *ZIP*

EMAIL: _____ PHONE: _____

POSITION APPLYING FOR: _____ Date Available: _____

Are you legally eligible to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

EDUCATION

HIGH SCHOOL: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

COLLEGE: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

OTHER: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

REFERENCES

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

EMPLOYMENT HISTORY

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

Start date: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

Start date: _____ To: _____ Reason for Leaving: _____

QUESTIONNAIRE

What qualities do you bring to the position? _____

_____

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

_____

_____

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

_____

_____

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

DISCLAIMER AND SIGNATURE

I authorize investigation of all statement in this application. I understand the 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, inconsideration 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 name 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 by the Alta-Aurelia School Board of Education.

Signature: _____ Date: _____

Please return completed application via email to cpedersen@alta-aurelia.k12.ia.us or by mail/in person to the Central Office located at 1009 S. Main St., Alta, IA 51002