

# East Buchanan Community School District

414 Fifth St., North, Winthrop, IA 50682 \*\*\* www.east-buc.k12.ia.us

## EMPLOYEE APPLICATION

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Home) (Cell)

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

What is the first available date you can start? \_\_\_\_\_

### Employment Information (Check (√) area(s) in which you seek assignment)

\_\_\_ **Associate** - indicate grade level(s) you prefer (check all that apply)

- \_\_\_ Preschool
- \_\_\_ Elementary (K-5)
- \_\_\_ Middle School (6-8)
- \_\_\_ High School (9-12)

\_\_\_ **Custodian**

\_\_\_ **Food Service**

\_\_\_ **Secretary**

\_\_\_ **Bus/Van Driver** – answer all questions below if applying as a driver

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

List endorsements /restrictions \_\_\_\_\_

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

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

## 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: _____				
From: _____ To: _____				

## EDUCATION

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

## CERTIFICATION / LICENSES

State	Certificate/Folder #	Type	Endorsement	Issue Date	Expiration Date

## PERSONAL REFERENCES

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

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

## BACKGROUND INFORMATION

Are you on the sex offender registry? Yes  No

Are you on the Department of Human Services' child 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 or other formal/informal proceeding resulting in disciplinary action (including verbal warning of termination) which may result in embarrassment for the East Buchanan Community School District if revealed? 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 a military veteran? Yes  No

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

## AGREEMENT

(Read carefully before signing or submitting electronically)

By my signature:

- I hereby certify that all information contained in this application, and accompanying resume (if any), to the best of my knowledge, is true, accurate, and complete. Any misrepresentation or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment if discovered at a later date.
- I authorize the District to conduct a complete check regarding my background, including, but not limited to criminal record, child 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 twenty-four (24) months from the date filed. I further understand that if I am employed by East Buchanan 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: \_\_\_\_\_

It is the policy of the East Buchanan Community School District to provide equal educational and employment opportunities and to not discriminate on the basis of gender, race, ethnicity, religion, age, marital status, sexual orientation, socioeconomic status, or disability in its educational programs, activities, or employment and personnel practices. The District is committed to affirmative action.