

# Schleswig Community Schools Employment Application Form

**Position for which applying:** \_\_\_\_\_

**A. Personal Information** (please respond to each item)

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(Last Name)

(First Name)

(Middle Initial)

Home Address
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City, State, Zip
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Work Address
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City, State, Zip
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(Home Phone)

(Work Phone)

(Cell Phone)

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(Email Address)

(Date Application Submitted)

**B. Current Position** (please respond to each item)

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(Present Title)

(Current Position Held )

Employer
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Employer Address
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City, State, Zip
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(Date Started)

(Date Left)

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(Present Salary/Hourly Wage)

(Salary/Hourly Wage on Leaving)

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(Name/Title of Supervisor)

(Reason for Leaving)

**C. Educational Background**

Please list the high schools, colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent.

Name/Location of School	Year (s)	Degree	Diploma/Degree
High School-			
College-			

College-			
Other Training-			

**D. Work History**—Please list four individuals who are very familiar with your work and who may be contacted.

Name of Supervisor/Title	
Supervisor Contact Information/Phone/E mail	
Your Job Responsibilities	
Dates Employed	
Reason for Leaving	

Name of Supervisor/Title	
Supervisor Contact Information/Phone/E mail	
Your Job Responsibilities	
Dates Employed	
Reason for Leaving	

Name of Supervisor/Title	
Supervisor Contact Information/Phone/E mail	
Your Job Responsibilities	
Dates Employed	

Reason for Leaving	
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Name of Supervisor/Title	
Supervisor Contact Information/Phone/E mail	
Your Job Responsibilities	
Dates Employed	
Reason for Leaving	

**E. Background Information**—If you answer “yes” to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved:

1. Have you ever been convicted of a violation of law other than a minor traffic violation? The term “conviction” includes any conviction, a guilty plea, a plea of no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge. (The effect of a criminal history on the job application depends on the nature of the offense, the nature of the position for which applying, and how much time has passed.)  
 yes       no
2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to this position?  
 yes       no
3. In connection with your work responsibilities, have you ever been the subject of a complaint or been disciplined by a court or licensing board of any state?  
 yes       no
4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline?  
 yes       no
5. Has there been any incident that could negatively affect your ability to work in this district?  
 yes       no

**F. Current Employment Status**

1. Are you authorized to work in the U.S. on an unrestricted basis?  
 yes       no
2. Have you worked for the Schleswig Community School in the past?  
 yes       no    If so, in what capacity \_\_\_\_\_

3. Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?  
 yes       no
4. Can you perform these essential functions with or without reasonable accommodation?  
 yes       no
5. Are there any hours, shifts or days you cannot or will not work?  
\_\_\_\_\_
6. Are you willing to work overtime as required?  
 yes       no
7. When can you start employment? \_\_\_\_\_

**G. Authorization—Please read carefully and then sign your name if you agree to the terms.**

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. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the District discovers the violation of its policy regarding application form dishonesty.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**H. Additional Authorization—Please read carefully, then sign and date.**

I specifically authorize the Board of Directors, or its agents, with respect to this application to contact my references, to investigate my background, and to make such other inquiries as the Board in its discretion deems relevant to assess my qualifications for the this position. I authorize former employers, my references or any other person contacted by the Board or its agents in investigating the merits of my application to disclose personnel records and appraisals of my performance or information about my qualifications for this position and release them from any liability for such disclosure.

I further understand that if I apply for employment with the District, the District may conduct a check of my criminal background. I agree to sign a DCI Criminal Background Check Waiver authorizing the District to obtain a check of my criminal history, and I further agree to provide all information necessary to obtain this criminal background check.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I further understand that if I apply for employment with the District, the District may conduct a check of the Iowa Sexual Offender Registry. I agree to sign a waiver authorizing the District to obtain a check of any history related to this registry, and I further agree to provide all information necessary to help complete this check.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I further understand that if I apply for employment with the District, the District may conduct a check of the Iowa Child Abuse Registry and Adult Abuse Registry. I agree to sign a wavier authorizing the District to obtain a check of this registry, and I further agree to provide all information necessary to obtain help complete this check.

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Signature of Applicant

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Date

## I. Application Information

1. All application materials should be returned to:  
Human Resource Director  
Schleswig Community Schools  
714 Date Street, PO Box 250  
Schleswig, Iowa 51461  
Telephone 712-676-3313  
Fax 712-676-3539 (we prefer not to receive faxed copies of your application)

The Schleswig Community School District is an EEO/AA employer and provides equal employment opportunities to all persons. It is the policy of the Schleswig Community School District not to 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: Julia Mogensen, Equity Coordinator Schleswig Community School PO Box 250 Schleswig, IA 51461 [juliamogensen@schleswig.k12.ia.us](mailto:juliamogensen@schleswig.k12.ia.us) Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, 500 W. Madison St., Suite 2000, Chicago, IL, 60661, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoc.gov/field/chicago/> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or (800)-457-4416, <http://www.iowa.gov/government/crc/>.