

Waverly-Shell Rock Community School District
1415 4th Ave. SW
Waverly, Iowa 50677 (319) 352-3630

**CLASSIFIED STAFF
APPLICATION FOR EMPLOYMENT**

The Waverly-Shell Rock Community School District is an equal opportunity/affirmative action employer.

This application may be accessed, filled out and submitted online at www.wsr.k12.ia.us or can be filled out and mailed to address above.

Please fill out information relevant to the position you are applying for.

Name: _____

Current address (street, city, zip): _____ Until: _____

Permanent address if different from above: _____

Phone number: _____ Cell phone number: _____

Email address: _____

Position applying for ("x" all applicable):

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> Food Service | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Secretarial/Clerical |
| <input type="checkbox"/> Teacher aide | <input type="checkbox"/> Transportation | <input type="checkbox"/> Other |

Specific Position _____

Are you interested in substituting? Yes No If yes, which department? _____

EDUCATION

High School name and location: _____

Post High School name and location: _____ Degree: _____

ACTIVITIES AND SPECIAL ABILITIES

Please list high school, post-high school and community activities in which you have participated:

Interest, hobbies, leisure-time activities in which you participate:

Please list any additional skills, knowledge, experience or other relevant qualification:

WORK EXPERIENCE

Where	Dates	Supervisor	Phone No.	Duties
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SECRETARIAL, CLERICAL AND AIDE APPLICANTS ONLY

Business machines and computer systems you are comfortable with: _____

List other skills or demonstrated competencies: _____

BUS DRIVER APPLICANTS ONLY

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

If yes, please explain the circumstance: _____

Please list all traffic violations other than parking violations within the last five years:

REFERENCES

Please list three personal references other than relatives:

Name	Town	State	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list one past employer:

Name	Town	State	Telephone
_____	_____	_____	_____

ANTICIPATED ROLE

Please describe your role, as you see it, as a member of the Waverly-Shell Rock staff:

GENERAL INFORMATION

Are you legally eligible to work in the United States? Yes No

Were you honorably discharged from the United States military forces after service between the period of December 7, 1941 to December 31, 1946 or June 25, 1950 to January 31, 1955, or August 5, 1964 to May 7, 1975, or during the Persian Gulf or Iraq conflict? Yes No

Have you previously applied for employment at this school district? Yes No

If yes, when? _____

To what professional organizations do you belong? _____

Have you ever been convicted of a felony? Yes No If yes, please explain: (Note: A conviction will not necessarily disqualify you from employment): _____

Has there ever been a judicial or administrative finding that you have abused or mistreated a minor or child? Yes No (If yes, attach explanation)

Please include any other information you think would be helpful to us in considering you for employment such as additional work experience, articles/book published, activities, accomplishments, etc. You may exclude all information indicative to age, sex, race, religion, color, national origin and disability.

AGREEMENT: Please read the following statements carefully.

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge, and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize a thorough investigation into my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons or corporations requesting or supplying such information. I recognize that, when considering my application, the District may contact the employers and supervisors I have listed in this Application. I hereby authorize a representative from each such employer and the supervisors to discuss all aspects of my employment or experience with the District and to disclose any and all documents regarding that employment or experience.

If my duties will include driving a school vehicle for which I need a CDL license and if the vehicle transports 16 or more persons or the vehicle weighs 26,001 pounds or more, I have been informed of the requirement to submit to a drug test prior to being employed by the District to perform a safety-sensitive

function. I consent to submit to the Districts drug and alcohol testing program. I also understand that if I have a positive drug test, I will not be considered further for employment by the District.

Signature of Applicant

Social Security #

Date

W-SR SCHOOL BOARD POLICIES

Series 400 - Employees

Equal Employment Opportunity

Code No. 401.1

The Waverly-Shell Rock Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees shall be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will be responsible for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants and will not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its programs, policies, and activities. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for all positions involving contact with students, the school district will perform the background checks required by law. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has received an initial license from the BOEE, then the requirement for a background check is waived.

Advertisements and notices for vacancies within the district will contain the following statement: "The Waverly-Shell Rock Community School District is an equal employment opportunity/affirmative action employer." The statement will also appear on application forms.

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, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Waverly-Shell Rock Community School District, 1415 4th Avenue S.W., Waverly, Iowa 50677; or by telephoning 319-352-3630.

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 Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50309-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

8/12/12