CENTRAL LEE COMMUNITY SCHOOL DISTRICT
DONNELLSON, IOWA

APPLICATION FOR CLASSIFIED POSITION

Last Name	First Name		Middle Initial
Address	City	State	Zip Code
E-mail Address	Telephone Number(s) Cell:		Home:

POSITION(S) DESIRED:

_____ Custodial/Maintenance _____ Paraprofessional/Assoc. _____ Transportation
DL #_____

_____ Food Service _____ Secretarial/Clerical

_____ Substitute (please check all areas you are interested in substituting):

___ Teacher ___ Food Service ___ Bus Driver ___ Van Driver ___ Associate ___ Custodial

REFERENCES:

List three references. These individuals should be people in a supervisory capacity with whom you have worked in your most recent job experiences.

NAME	POSITION	ADDRESS	PHONE
1.			( )
2.			( )
3.			( )

EDUCATIONAL PREPARATION:

SCHOOL	LOCATION	DATES	GRADUATION Year	Degree
High School				
College				
College				
Business/Trade School				
Other				

ALL APPLICANTS / OTHER QUALIFICATIONS:

Summarize special job-related skills and qualifications acquired from employment or other experience.

_____

_____

_____

_____

TO BE COMPLETED BY CUSTODIAL/MAINTENANCE APPLICANTS ONLY:

Indicate equipment and skills with which you have experience (check all that apply):

_____ Electrical Work	_____ Furnace Work	_____ Cement Work
_____ Plumbing	_____ Roofing	_____ Window Washing
_____ Glazing	_____ Grass Cutting	_____ Building Maintenance
_____ Machine Shop	_____ Masonry Work	_____ Grounds Care
_____ Truck Driving	_____ Motor Vehicle Repair	_____ Painting
_____ Carpenter Work		

EMPLOYMENT EXPERIENCE:

Start with your present or last job. Complete this page even if you are supplying a resume.

1.

Employer		Dates Employed From	Dates Employed To	Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting	Hourly Rate/Salary Final	
Job Title	Supervisor			
Reason for Leaving				

2.

Employer		Dates Employed From	Dates Employed To	Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting	Hourly Rate/Salary Final	
Job Title	Supervisor			
Reason for Leaving				

3.

Employer		Dates Employed From	Dates Employed To	Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting	Hourly Rate/Salary Final	
Job Title	Supervisor			
Reason for Leaving				

CENTRAL LEE COMMUNITY SCHOOLS
CLASSIFIED APPLICATION

Write a short paragraph describing your experiences relevant to the position(s) for which you are applying.
What assets do you consider yourself to possess that best qualify you for the position(s)?
Why do you want to work at Central Lee?
Other information that you would like us to know about you:

_____ _____

Signature Date

MILITARY DUTY:

Active Duty: _____ Reserve Duty: _____

Branch: _____ Branch: _____

Location of Duty: _____ Obligation Period: _____

Rank at Discharge: _____ Obligation Times: _____

BACKGROUND INFORMATION:

Yes/No

_____ Are you on a sex offender registry?

_____ Are you on the Department of Human Services' child abuse registry?

_____ Have you ever been asked to resign from a position or been given the choice of resigning or being terminated from your position?

_____ Have you ever been found guilty, accepted a guilty or Alford plea, or entered a plea of no-contest for any criminal charge?

_____ Have you ever received a deferred judgment, or in some other way had a guilty plea or conviction removed from your record?

_____ Have you ever been the subject of an investigation or formal or informal proceeding that resulted in the termination of your employment or resignation from your position?

_____ Have you ever been the subject of an investigation or other formal or informal proceeding resulting in disciplinary action (including verbal warning up to termination) or may result in public embarrassment for the Central Lee Community School District if revealed?

Please provide a brief narrative explaining any "Yes" responses. _____

_____

_____ Are you able to perform with or without reasonable accommodation, the essential job functions required of this position?

If no, please explain: _____

_____

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 and the position for which you are applying will be considered.

AGREEMENT

I hereby certify that the above information, to the best of my knowledge, is true, accurate, and complete. Any misrepresentation or willful omissions of act shall be sufficient cause for disqualification of this application or termination of employment. I authorize verification of any of this information. I authorize all current and former employers to release any information concerning my background. I understand that this application is not a contract of employment. I also understand that if hired, regardless of any oral representation to the contrary, the employment relationship is terminable-at-will.

READ CAREFULLY BEFORE SIGNING

I agree that any claim or lawsuit relating to my service with the Central Lee Community School District must be filed not more than **six (6) months** after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

This application will be considered active for twelve (12) months from the date filed. If you are hired, it becomes part of your official employment record.

Full Name: _____ Application Date: _____

RETURN TO: Central Lee Community School District
2642 Highway 218
Donnellson, IA 52625
Phone (319) 835-9510
An Equal Opportunity Employer

The Central Lee Community School District does not discriminate on the basis of race, creed, color, national origin, age, disability, sex, or religion in employment or in access to participation in educational programs and services.