Humboldt Community Schools
401 13th St S
Humboldt, IA 50548

CLASSIFIED APPLICATION FORM

DATE: SOCIAL SECURITY NO.

NAME: EMAIL:

TELEPHONE: STREET ADDRESS:

CITY: STATE: ZIP:

ARE YOU A U.S. CITIZEN? NO

ARE YOU LEGALLY ABLE TO WORK IN THE U.S.? NO (Proof of work eligibility will be required upon employment.)

Are you able to perform the essential functions of the position with or without accommodations?_____yes_____

POSITION DESIRED: DATE YOU CAN START:

Custodial and Maintenance Department

Transportation Department
(Pre-employment Alcohol and/or Drug Testing is Required)

Food Service

Teacher Associate

Secretary

Other

Describe any experience, skills or qualifications, which you feel would especially qualify you to work for the Humboldt Community School District.3-

Are you employed now? If so, may we inquire of your present employer?

Were you in the military service between and including any of the following dates : (Check one if applicable)

December 7, 1941 to December 31, 1946
June 25, 1950 to January 31, 1955
August 5, 1964 to May 7, 1975
August 2, 1990 to date
(Specify dates of service)

Did you receive an honorable discharge?

Have you ever been convicted or plead guilty to child abuse or a related offense? If yes, explain.

Have you ever been convicted or plead guilty to sexual abuse or a related offense? If yes, explain.

Have you ever been convicted or plead guilty to any other crime, excluding minor traffic offenses? (For purposes of this application "convicted" includes a conviction following a trial, a guilty plea, a plea of nolo contendere or no contest, a deferred judgment, and adjudication of guilty or delinquency as a minor.) If yes, explain.

NOTE: Yes answers to the foregoing questions will not automatically result in your disqualification from consideration for employment. The recency of the criminal offense, the nature of the offense and its relationship to your fitness for the job will be taken into account.

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
High School				
College				
Trade Schools or Special Skills				

FORMER EMPLOYERS (List below last three employers, starting with the last one first)

Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving

REFERENCES

Name	Address	Telephone No.	Years Acquainted

TRANSPORTATION DEPARTMENT APPLICANTS:

CDL License (Commercial Driver's License) Yes Type: Passenger Air Brake Class B

Number of traffic violations in the past 5 years Type:

Number of accidents in the past 5 years

Have you ever tested positive for an alcohol or drug test, refused to be tested? If yes, explain:

I (print name) _____authorize my employers to release the results of any drug or alcohol tests, or any information regarding refusals to be tested, to the Humboldt Community School District.

Date: _____ Applicant's Signature: _____

The facts set forth in my application are true and complete. I understand that if employed, false statements on this application or in any accompanying letter or resume or other application materials may be considered sufficient cause for dismissal. I hereby authorize the Humboldt Community School District or its agents to make an investigation of my employment history, criminal/police records and personal history. I authorize former employers, my references, or any other person or entity contacted by the District or its agents investigating the merits of this application to disclose personnel or criminal/police records, information about my qualifications for the position or any other information relating to my application and release them from any liability for such disclosure.

I also understand that neither this application nor any statement regarding possible employment by an employee of the Humboldt Community School District constitutes a contract of employment. If a contract is to exist, it will be executed in writing by the Humboldt Community School District through signature of the President of its Board of Directors. I understand that this application for employment is valid for no more than one year. After that, I must resubmit an application in order to be considered for positions at the Humboldt Community School District.

Date:_____Applicant's Signature: _____

"It is the policy of the Humboldt Community School District not to discriminate on its educational programs, activities, and employment practices on the basis of race, creed, color, age (for employment), sex, sexual orientation, marital status (for programs), national origin, disability, or religion. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy or for more information about the district's grievance procedures, please contact the District Equity Coordinator, Michelle Thomas, 401 13th St. S., Humboldt, IA 50548 (515 332-1330), mthomas@humboldt.k12.ia.us, or the Iowa Civil Rights Commission: 6200 Park Avenue, Ste 100, Des Moines, IA 50321-1270; (515-281-4121/800-457-4416); web site: https://icrc.iowa.gov. or Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone (303-844-5695)-Fax (303)844-4303. TDD: 800-877-8339, Email: OCR.Denver@ed.gov

The District does not discriminate on the basis of sex and prohibits sex discrimination in all education programs and activities operated by the district, as required by Title IX, including in admission and employment.Inquiries about the application of Title IX to the district may be referred to the district's Title IX coordinator Jessica Goodenow, Assistant High School Principal, 1500 Wildcat Rd Humboldt, IA 50548, 515-332-3574, jgoodenow@humboldt.k12.ia.us the Office of Civil Rights, or both. The district's Title IX Nondiscrimination policy and grievance procedures are located in electronic format within the district's policy reference manual, accessible through the district's website. For questions locating this policy please contact the Board Secretary.
Individuals wishing to report conduct that may constitute sex discrimination and/or make a complaint of sex discrimination should contact the district's Title IX Coordinator Jessica Goodenow, Assistant High School Principal, 1500 Wildcat Rd Humboldt, IA 50548, 515-332-3574, jgoodenow@humboldt.k12.ia.us