Application For Employment

West Fork Community School

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

	(PLEAS	E PRINT)			
Position(s) Applied For	(,	Dat	e of Applicati	ion
How Did You Learn About This Positio	on?				
Advertisement	Friend	Walk-In			
Employment Agency	Relative	Other			
Last Name	First Name		Mie	ddle Name	
Address - Number Street	City	7	State	Ziŗ	o Code
Telephone Number			Social Secu	rity Number	
If you are under 18 years of age, No	can you provide requi	red proof of your	eligibility to work?	Yes	
Have you ever filed an application	on with us before?			Yes	No
			If Yes, give date _		
Have you ever been employed w	ith us before?			Yes	No
			If Yes, give date _		
Are you currently employed?				Yes	No
May we contact your present em	ıployer?			Yes	No
Are you prevented from lawfully of Visa or Immigration Status? (Proof of citizenship or immig		5	ause	Yes	No
On what date would you be avai	lable for work?		_		
Are you available to work:	Full Time	Part Time	Tempora	ary	
Have you ever been convicted of Conviction will not necessarily	5	5		Yes	No
If Yes, please explain					

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Elementary School		High School			Undergraduate College/Univ.			Graduate Professional								
School Name & Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																-	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities.														+			
Describe any honors you have received.																	
State any additional information you feel may be helpful to us in considering your application.																	
List professional, trade, busin would reveal sex, race, religio										•	2				-		ch

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.
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Have you ever had any	job-related training in the United State Military?	Yes	No
If Yes, please describe _			

Are you physically or otherwise unable to perform the duties of the job for which you are applying?

___Yes ___No

Employment History

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1. Employer		Dates E From	mployed To	Work Performed
Address				
Telephone Number(s)		Hourly Starting	Rate/Salary_ Final	
Job Title	Supervisor			*
Reason For Leaving				
2. Employer		Dates From	Employed	Work Performed
Address				
Telephone Number(s)		Hourly	Rate/Salary	
Job Title	Supervisor	Starting	Final	
Reason For Leaving				
3. Employer	From	Dates Er To	nployed	Work Performed
Address				
Telephone Number(s)		Hourly Startir	Rate/Salary g Final	•
Job Title	Supervisor			
Reason For Leaving	<u> </u>			
4. Employer		Dates E From	mployed To	Work Performed
Address				
Telephone Number(s)		Hourly Starting	Rate/Salary Final	
Job Title	Supervisor			
			l	

Reason For Leaving
Special Skills and Qualifications

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

Applicant' Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

FOR PERSONNEL DEPARTMENT USE ONLY

Date

Arrange InterviewYesNo Remarks	Date of Interview
EmployedYesNo	Date of Employment
Job Title Hourly Rate	Department
Hired By	

WEST FORK CSD EQUITY STATEMENT

It is the policy of the West Fork Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its education 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 the district's Equity Coordinator: Mike Kruger, Superintendent of Schools, 210 S 2nd St, Rockwell, IA 50469, 641-822-3234, <u>mike.kruger@westforkschool.org</u>.