

Montezuma Community School District

Box 580, 504 North 4<sup>th</sup> St.

Montezuma, IA 50171

APPLICATION FOR EMPLOYMENT

EOE/AA

Print Name (Last, First, & MI)

Social Security # (Optional)

Telephone # (Include area code)

E-mail

Date

Address (Street, City, State & Zip)

Military Duty

Active Duty: \_\_\_\_\_ Reserve Duty: \_\_\_\_\_

Branch: \_\_\_\_\_ Branch: \_\_\_\_\_

Position Applied For:

Building/Grade Level Preference?

Days/Hours Available For Work

How many days did you miss from work in the last year, not counting vacation? \_\_\_\_\_

Please answer Yes/No to the following questions:

- A) \_\_\_\_\_ Are you a U.S. citizen?
- B) \_\_\_\_\_ Are you legally able to work in the United States?
- C) \_\_\_\_\_ Are you able to perform, with or without reasonable accommodation, the essential job functions required of this position? If reasonable accommodations are required, please explain:  
\_\_\_\_\_
- D) \_\_\_\_\_ Do you use tobacco products?
- E) \_\_\_\_\_ Have you ever been asked to resign from a position, or been given the choice of resigning, or been terminated from your position?
- F) \_\_\_\_\_ Are you on the child abuse/sex offender registry?
- G) \_\_\_\_\_ Have you ever been found guilty, accepted a guilty or Alford plea, or entered a plea of no-contest for any criminal charge?
- H) \_\_\_\_\_ Have you ever received a deferred judgment; or, in some other way, had a guilty plea or conviction removed from your record?
- I) \_\_\_\_\_ 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?
- J) \_\_\_\_\_ 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) which may result in public embarrassment for the Montezuma Community School District if revealed?
- K) \_\_\_\_\_ Have you ever been convicted of, or given, a deferred sentence for a felony?

If you answered "Yes" to any Items E through K, please provide an explanation. \_\_\_\_\_

**EDUCATION**

Circle highest grade completed:

6 7 8 9 10 11 12 GED

College 1 2 3 4 5 6

Name & location of high school:

Name & location of college:

**EMPLOYMENT HISTORY**

Current Employer:	Date Started:	Date Left:	Salary/Rate of Pay:	Job Title
Phone # _____	Reason for Leaving:		Describe Job Duties:	
Address, City, State, Zip				
Previous Employer:	Date Started:	Date Left:	Salary/Rate of Pay:	Job Title
Phone # _____	Reason for Leaving:		Describe Job Duties:	
Address, City, State, Zip				

**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 fact 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 and agree to hold them harmless regarding their comments. I understand that this application is not a contract of employment.

**READ CAREFULLY BEFORE SIGNING**

I agree that any claim or lawsuit relating to my service with the Montezuma 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: Montezuma Community School District  
 Box 580, 504 North 4<sup>th</sup> St.  
 Montezuma, IA 50171  
 Phone (641) 623-5185  
 Fax (641) 623-5733

*An Equal Opportunity Employer*

The Montezuma 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, or participation in, educational programs and services.