



ADMINISTRATIVE APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR:

A. PERSONAL INFORMATION (please respond to each item electronically)

Last Name

First Name

Cell Phone

E-Mail Address

Work Phone

Home Phone

Date Application Submitted

Home Address

City, State, Zip

Skype

Twitter

Facebook

B. CURRENT POSITION (please respond to each item electronically)

Present Title

Current Position Held Since Which Year

Employer

Employer Address

City, State, Zip

Phone

K-12 Enrollment

Number FTE Staff - District Wide

Present Base Salary

Annuity, if any

Number of Years of Present Contract

Present Contract Expires When

Number of Days of Present Contract

Details of Insurance Benefits, if Applicable

C. EDUCATIONAL BACKGROUND

Please list the colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent.

Name/Location of Institution	Year(s)	Degree	Major
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Name/Location of Institution	Year(s)	Degree	Major
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Name/Location of Institution	Year(s)	Degree	Major
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Name/Location of Institution	Year(s)	Degree	Major
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Name/Location of Institution	Year(s)	Degree	Major
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D. ADMINISTRATIVE AND/OR TEACHING EXPERIENCE

Please list experience in order, beginning with your current assignment.

Position	Name of District	City/State	Specific Years Employed
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Position	Name of District	City/State	Specific Years Employed
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Position	Name of District	City/State	Specific Years Employed
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Position	Name of District	City/State	Specific Years Employed
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Position	Name of District	City/State	Specific Years Employed
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Please explain any gaps in employment or other relevant employment details.

E. OTHER RELEVANT EMPLOYMENT OR EXPERIENCE

Position	Employer	City/State	Specific Years Employed
Position	Employer	City/State	Specific Years Employed
Position	Employer	City/State	Specific Years Employed
Position	Employer	City/State	Specific Years Employed

F. REFERENCES

Please list four individuals who are very familiar with your professional work and who may be contacted.

Name of Individual

Place of Work & Position	Work/Business Phone
Cell/Home Phone	E-Mail Address

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Name of Individual

Place of Work & Position	Work/Business Phone
Cell/Home Phone	E-Mail Address

Name of Individual

Place of Work & Position

Work/Business Phone

Cell/Home Phone

E-Mail Address

Name of Individual

Place of Work & Position

Work/Business Phone

Cell/Home Phone

E-Mail Address

G. HONORS AND DISTINCTIONS

List degrees, honors, commendations, elective or appointive offices held, or other distinctions received.

H. BACKGROUND INFORMATION

If you answer "yes" to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved.

Have you ever been convicted of a violation of law other than a minor traffic violation?
(The term "conviction" includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge.)

- Yes
- No

Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education?

- Yes
- No

In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or a licensing board of any state?

- Yes
- No

Are you currently under investigation by any regulatory body for any alleged misconduct or other alleged grounds for discipline?

- Yes
- No

Has there been any incident that could negatively affect your ability to serve this District?

- Yes
- No

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.

I. CURRENT EMPLOYMENT STATUS

Do you currently hold a valid Iowa Administrative License?

- Yes
- No

Do you currently hold a valid Iowa Evaluator Approval endorsement?

- Yes
- No

Are you currently under contract for any school district next year?

- Yes
- No

Has the possibility of a contract release been discussed with your current employer?

Yes

No

J. SERVICE RECORD

Did you serve in the United States Armed Forces?

Yes

No

If yes:

Dates of Service

Branch of Service

Discharge Status

Honorable

Other

If Other, please explain.

Describe any service outside the Continental United States.

K. AUTHORIZATION

Please read carefully and sign your name if you agree to the terms.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, my own work product, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the District discovers the violation of its policy regarding application form dishonesty. I authorize verification of any of this information. I authorize all current and former employers to release any information concerning my background.

Signature (Type) of Applicant

Date

All persons who apply, are interviewed, and become a finalist for a position will be expected to sign a waiver for any or all of these agencies: National Criminal History (FBI); Iowa Criminal History (DCI); Department of Human Services; and Department of Transportation. The information obtained within the reports will be used to determine employment.

The District and the Board will not discriminate on the basis of race, sex, color, national origin, gender, disability, age, marital status (for employment), religion, creed, sexual orientation, gender identity, or socioeconomic status in its employment practices or educational programs, in accordance with all state and federal laws, rules, and regulations. If you have questions or a grievance related to this policy please contact Jane Loveall (jloveall@spirit-lake.k12.ia.us) or Ashley Weber (aweber@spirit-lake.k12.ia.us), 2701 Hill Ave., Spirit Lake, Iowa 51360, 712-336-2820.

For more information, please visit our website:

www.spirit-lake.k12.ia.us

We ARE Spirit Lake !

Form 14 - Affirmative Action Information

Completion of this form is optional. However, we would appreciate your supplying the requested information. In order to comply with regulations established by the U.S. Equal Opportunity Commission, the Office of Civil Rights in the U.S. Department of Education, *Iowa Code* §19B.11, and I.A.C. 281-ch. 95, the District must report statistical summaries of the information requested. The information is used for this purpose and other affirmative action purposes only.

Section I

- American Indian or Alaskan Native
- White, not of Hispanic origin
- Black, not of Hispanic origin
- Asian or Pacific Islander
- Latino or Hispanic
- Other

Section II

Male	Female	Age
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Handicapped

- Yes
- No

Disabled Veteran (any era)

- Yes
- No

Vietnam Era Veteran (1964 - 1975)

- Yes
- No

Section III

Please check the source from which you learned of this position.

Advertisement in newspaper, professional journal, newsletter or job registry, including Iowa Workforce Development listings.

* Please indicate the name of the publication in the space provided below *

Position announcement at school.

Personal contacts by district.

All other activities. * If other activity, please specify in the space provided below*

* Name of Publication

* Other Activity

Name

Date

Position Sought