SPIRIT LAKE COMMUNITY SCHOOLS

Spirit Lake Community Schools

Substitute Teacher Application

Last Name

First Name

Middle Name

Home Address

City, State, Zip

Home Phone

Work Phone

Cell Phone

E-Mail Address

Best Hours to Be Reached

Social Security Number

Certification:

Major

Minor

Grade Levels Certified

What building level(s) do you prefer to teach in?

- [ ] Elementary School
- [ ] Middle School
- [ ] High School

Are there any subjects/grade levels you prefer NOT to teach?

My current certificate is on file in the Superintendent's Office:

- ◯ Yes
- ◯ No

Days available for substitute teaching:

Briefly describe your teaching experience.

Are you currently employed?

- ◯ Yes
- ◯ No

If employed, where and when can you be reached?

References
Please provide three references who have first-hand knowledge of your character, personality, scholarship and teaching ability.

Name & Position	Phone	Address
Name & Position	Phone	Address
Name & Position	Phone	Address

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.

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 ____

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 _____

Iowa Division of Criminal Investigation
Criminal History Record Check Request Form

DCI Account number (if applicable)

REQUESTOR INFORMATION PLEASE WRITE CLEARLY

Name (business or individual)
Spirit Lake Community School District

Mailing address (street/PO Box, city, state, zip code)
2701 Hill Ave, Spirit Lake, IA 51360

Phone number
712-336-2820

Fax number
712-336-4641

Email address
aweber@spirit-lake.k12.ia.us

I would like the results sent to me by: ◯ Mail ◯ Fax (X) Email

I am required to have the results notarized: ◯ Yes (X) No ***for specific requirements in another country only.**

SUBJECT OF REQUEST INFORMATION

Please provide all required demographic information on the form or it will be returned. Multiple names require a separate Request Form and fee.

LAST NAME (required)

FIRST NAME (required)

MIDDLE NAME (recommended)

DATE OF BIRTH (required)

GENDER M, F or Other (required)

SOCIAL SECURITY NUMBER (recommended)

RELEASE AUTHORIZATION INFORMATION: Without a signed release from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a signed release from the subject of the request. This form (DCI-77) is the only approved release authorization form for this purpose.

This response only includes public criminal history data. Under Iowa law, most juvenile records are confidential. Confidential juvenile court records cannot be included in this response. A signed release authorization is not sufficient to obtain this information from the DCI. In order to request the release of confidential juvenile records, if any, an application must be filed pursuant to Iowa Code 232.147(18) through the Clerk of Court. Criminal history data concerning convictions for certain juvenile sex offenses can be found online through the Iowa Sex Offender Registry (SOR). Even though some information is available online through the SOR, the actual records for juveniles may still be confidential and cannot be provided. In order to request the release of confidential juvenile records, if any, an application must be filed pursuant to Iowa Code section 232.147(18) through the Clerk of Court.

RELEASE AUTHORIZATION: I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law. I understand this can include information concerning completed deferred judgments and arrests without dispositions. I understand the signature below certifies the information provided is true and accurate. Furthermore, I understand this is an official statement and record. Any false statement(s) made in this record may result in further action.

RELEASE AUTHORIZATION SIGNATURE

FOR DCI USE ONLY

As of _____ **a search of the information provided revealed:**

◯ **NO IOWA CRIMINAL HISTORY RECORD FOUND WITH DCI**

◯ **AN IOWA CRIMINAL HISTORY RECORD WAS FOUND. A COPY OF THE RECORD IS INCLUDED - DCI#** _____

Processed by _____

SUBMIT THE REQUEST/BILLING FORM(S) AND FEE(S) BY ONE OF THE FOLLOWING METHODS:

ADDRESS: Iowa Division of Criminal Investigation
Support Operations Bureau
Dissemination Unit
215 E 7th St
Des Moines IA 50319

FAX: 515-725-6080

EMAIL: www.dcirecordchecks@dps.state.ia.us

QUESTIONS: www.dcirecordchecks@dps.state.ia.us

HOW TO REQUEST AN IOWA CRIMINAL HISTORY RECORD CHECK:

- Please write clearly on the Request Form.
- Complete all Requestor Information and all required fields. If the form is incomplete it will be returned to you without being processed.
- Send in a separate Request Form for each last name.
- A $15.00 fee is required for each Request Form/last name submitted.
- A completed Billing Form must be submitted with a Request Form. If the Billing Form is not complete or the fee is not included, all forms will be returned. Please submit only one Billing Form when submitting multiple requests.
- Please specify on the Request Form if you want the results mailed, faxed or emailed to you and provide the appropriate information. If not specified the results will be mailed.
- Indicate if you are required (i.e. for immigration, for employment in another country, etc.) to have the results of the record check notarized.

Iowa criminal history record checks are based on **name** and **exact date of birth**. Without fingerprints, **positive** identification cannot be determined. The records maintained by the Iowa Division of Criminal Investigation (DCI) are Iowa criminal history record checks are based on **name** and **exact date of birth**. Without fingerprints, **positive** identification cannot be determined. The records maintained by the Iowa Division of Criminal Investigation (DCI) are based on information provided to us, as required by the Code of Iowa, from other criminal justice agencies in Iowa. Therefore, the DCI cannot guarantee the completeness of the information provided. If an individual disputes the accuracy of information maintained by the DCI, please contact our office at www.dcirecordchecks@dps.state.ia.us.

***RELEASE AUTHORIZATION INFORMATION*:**

Iowa law does **not** require a release authorization to request an Iowa criminal history record check on another person. However, without a signed release authorization from the subject of the request, deferred judgments where the DCI has received notice of the successful completion of probation cannot be released to non-law enforcement agencies. In addition, any arrest over 18 months old, **without** a final disposition, cannot be released.

Please note: If the "No Iowa Criminal History Record found with DCI" box is checked, it could mean the information on file is not releasable per Iowa law without a signed release authorization.

Furthermore, it could mean there is juvenile information that isn't releasable per Iowa Code 232.147. However, the release authorization does not pertain to juvenile information.

***ADDITIONAL INFORMATION*:**

A criminal history record check of the DCI files do not include other states' records, FBI records, or subjects convicted In federal court within Iowa.

In Iowa, a deferred judgment **is not** generally considered a conviction once the defendant has been discharged from the deferred judgment after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain multiple offense crimes, i.e. second offense OWI. If a disposition indicates that a deferred judgment was given, you may want to inquire of the individual's current status.

A deferred sentence **is** a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.