



A District Striving
For Excellence

Non Certified Application for Employment Monticello Community School District

711 S Maple St
Monticello, IA 52310
319-465-5963
www.monticello.k12.ia.us

Personal Data

Name in Full _____ Phone # () _____

Present Address _____

Email _____

For what job are you applying? _____

Circle: Full time Part time Substitute _____

(Please specify building(s) where you would like to sub.)

Education & Training

High School _____ Year Graduated _____ GED ___ Yes ___ No Year Awarded _____

List College, Junior College, Vocation or Technical Schools you've attended.

<u>School</u>	<u>Program</u>	<u>Degree (If applicable)</u>	<u>Dates</u>

Employment Record

List your employers, their addresses, the type of work you did, and the dates of employment for the last five years.

- Employer _____
Address _____
Name of Supervisor _____
Type of Work you did _____
Dates _____
- Employer _____
Address _____
Name of Supervisor _____
Type of Work you did _____
Dates _____
- Employer _____
Address _____
Name of Supervisor _____
Type of Work you did _____
Dates _____

References: List **three** people who are acquainted with you and who would serve as character references in support of your application. Do not include any you have listed in your employment record. Do not include relatives. It is important that this section be filled out completely.

1. Name _____ Occupation _____

Complete Address _____

Phone No. _____

2. Name _____ Occupation _____

Complete Address _____

Phone No. _____

3. Name _____ Occupation _____

Complete Address _____

Phone No. _____

APPLICANT'S ASSURANCE. The information that I have provided in this application is accurate and truthful to the best of my knowledge.

Date _____

Applicant's Signature

Return completed form and other supporting documents you may wish to submit to

Superintendent of Schools
711 South Maple Street
Monticello, Iowa 52310

*** Applicant understands that a background check will be conducted by the Monticello Community School District.**

The Monticello Community School District is an Equal Opportunity Employer (EOE) and does not discriminate for employment on the basis of age, sex, race, color, national origin, sexual orientation, or disability.

Background Information - If you answer "yes" to any of the following questions, please attach a sheet describing in detail an explanation of the circumstances involved. Include in your explanation the city, state, date and year as well as nature of the circumstances. Responding "yes" to any of the questions does not automatically bar you from employment. The date of the offense and the relationship between the offense and the position for which you are applying will be considered.

1. Have you ever been convicted of a felony or misdemeanor (excluding minor traffic violations)?
(Note: the term "conviction" includes any conviction or plea resulting in a suspended sentence, sentence, deferred sentence, deferred judgment, probation, or a finding of guilt by a jury or judge.)
_____ yes _____ no
2. Have you ever been terminated, discharged, or resigned at the request of your employer from any job.
_____ yes _____ no
3. Are you currently under investigation by any regulatory body for any alleged misconduct or other alleged grounds for discipline?
_____ yes _____ no
4. Are there any misdemeanors or felony charges pending against you (excluding minor traffic violations)?
_____ yes _____ no
5. Are you on a sex offender registry?
_____ yes _____ no
6. Are you on the Department of Human Services' child abuse registry?
_____ yes _____ no
7. Have there been any incidents that could negatively affect your ability to perform the job requirements of the position for which you are applying?
_____ yes _____ no