



# Non-Certified Application for Employment

## Monticello Community School District

711 South Maple Street

Monticello, IA 52310

Phone: 319-465-3000 Fax: 319-465-4092

www.monticello.k12.ia.us

### Personal Data

Name \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

For what job are you applying? Secretary Associate Custodian Bus Driver

(please circle)

Panther Academy Associate (before & after school care)

Food Service

(please circle)

Full time Part time Substitute \_\_\_\_\_

(Please specify building(s) where you would like to sub. Shannon Elementary – Grades Prek-1, Carpenter Elementary,- Grades 2-4, Middle School- Grades 5-8, High School–Grades 9-12)

### Education & Training

Please tell us about your educational background.

High School Attended \_\_\_\_\_ Graduation Status: \_\_\_\_\_ Year Graduated \_\_\_\_\_

List any College, Junior College, Vocation or Technical Schools below.

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

### Employment Record

Please list ALL relevant work experience beginning with the most recent.

1. Employer \_\_\_\_\_

Address \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Phone # \_\_\_\_\_

Position Held/Responsibilities \_\_\_\_\_

Dates \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

2. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_  
Phone # \_\_\_\_\_  
Position Held/Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
Dates \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
*May we contact this employer?* \_\_\_\_\_

3. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_  
Phone # \_\_\_\_\_  
Position Held/Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
Dates \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
*May we contact this employer?* \_\_\_\_\_

**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 \_\_\_\_\_ Current Position \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Relationship to Candidate \_\_\_\_\_  
Years Known \_\_\_\_\_

2. Name \_\_\_\_\_ Current Position \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Relationship to Candidate \_\_\_\_\_  
Years Known \_\_\_\_\_

3. Name \_\_\_\_\_ Current Position \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Relationship to Candidate \_\_\_\_\_  
Years Known \_\_\_\_\_

**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

**APPLICANT'S ASSURANCE:** The information that I have provided in this application is accurate and truthful to the best of my knowledge and that a background check will be conducted by the Monticello Community School District before hired.

---

Date

---

Applicant's Signature

**Return completed form and other supporting documents to submit to:**

**Superintendent  
Monticello Community School District  
711 South Maple Street  
Monticello, Iowa 52310**

---

***Continuous Notice of Nondiscrimination***

Board Policy #102.0E2

Students, parents, employees, and others doing business with or performing services for the Monticello Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age, national origin, religion, sex, sexual orientation, disability, creed, marital status, gender identity, socio-economic status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information in admission or access to, or treatment in, its programs, activities, and 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, Brent Meier at 217 South Maple Street, Monticello, Iowa, 319-465-3000, brent.meier@monticello.k12.ia.us.

Any person having inquiries concerning the school district's compliance with state and federal laws and regulations concerning discrimination is directed to contact:

Superintendent of Schools  
711 South Maple Street, Monticello, Iowa 52310  
(319) 465-5963

This individual has been designated by the school district to coordinate the school district's efforts to comply with all state and federal laws and regulations concerning discrimination.