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# Non-Certified Application for Employment Monticello Community School District

850 East Oak Street  
Monticello, IA 52310  
Phone: 319-465-3000 Fax: 319-465-6050  
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.

- 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.

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Date

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Applicant's Signature

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

**Superintendent  
Monticello Community School District  
850 East Oak Street  
Monticello, Iowa 52310**

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***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 the District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, gender identity, or genetic information (for employment) in any of its education programs, activities, or employment opportunities, pursuant to Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws. This prohibition on discrimination applies to admission and employment.

The District has adopted grievance procedures for processing and resolving formal and informal Title IX sex discrimination and sexual harassment complaints and other discrimination complaints. Inquiries regarding sex discrimination pursuant to Title IX of the District's nondiscrimination policy may be directed to the District's Title IX Coordinator, Todd Werner, 860 East Oak Street, Monticello, Iowa 52310, 319-465-3000 ext.2101, [todd.werner@monticello.k12.ia.us](mailto:todd.werner@monticello.k12.ia.us); other grievances or complaints related to the District's nondiscrimination policy may be directed to the District's Equity Coordinator, Todd Werner, at 860 East Oak Street, Monticello, Iowa, 319-465-3000 ext.2101, [todd.werner@monticello.k12.ia.us](mailto:todd.werner@monticello.k12.ia.us).

Inquiries related to sex discrimination pursuant to Title IX may also be referred to U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; [OCR@ed.gov](mailto:OCR@ed.gov)). Inquires related to other grievances or complaints may be directed to the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)