



North Iowa Community School

First consolidated school West of the Mississippi

LINKING STUDENTS WITH SUCCESS

111 Third Avenue NW,

Buffalo Center, Iowa 50424

Phone: 641-562-2525 Fax: 641-562-2921

www.northiowa.org

ADMINISTRATIVE ASSISTANT AND HUMAN RESOURCE DIRECTOR APPLICATION FOR EMPLOYMENT

PLEASE PRINT OR TYPE

Name _____ Date of Application _____
First Middle Last

Present Address _____
Street, P.O. Box

City, State Zip Code e-mail

Phone _____

Note: The information contained in this application becomes a legal part of your contract if you are hired. Exercise the greatest care in answering every item.

1. Education

<u>Institution Attended</u>	<u>Number of Years</u>	<u>Dates</u>	<u>Degrees</u>
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High School _____

Post High School _____

Field of Study _____
(Post H.S.) _____

PERSONAL DATA

1. I am available to begin work on _____ (date).
2. Are you able to perform, with or without reasonable accommodation, all the essential job functions required of this position? ____ Yes ____ No, Explain

3. Have you served in the military? ____ Yes ____ No

If YES, describe your service:

4. Have you ever been removed from a job/position or fired? ____ Yes ____ No

If YES explain:

Are you on a sex offender registry? ____Yes ____ No

Are you on the Department of Human Services' child abuse registry? ____ Yes ____ No

Have you ever been convicted of a felony? ____ Yes ____ No

Have you ever been convicted of a misdemeanor? ____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.

5. Do you speak a language other than English? ____ Yes ____ No

List the language(s): _____

6. Are you legally authorized to work in the United States of America? ____ Yes ____No

AUTHORIZATION AND RELEASE

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge.

____ Yes ____ No

____ (Signature or typed full name)

Typing your name on the following line will serve as your legally binding signature.

I EXPRESSLY AUTHORIZE THE RELEASE TO THE EDUCATIONAL AGENCY RECEIVING THIS APPLICATION ANY RECORDS OR INFORMATION WHICH MAY REFER OR RELATE TO THIS APPLICATION FOR EMPLOYMENT, INCLUDING, BUT NOT LIMITED TO, RECORDS OF EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT OR CRIMINAL JUSTICE AGENCIES, AGENCIES MAINTAINING CHILD ABUSE RECORDS, AND PREVIOUS EMPLOYERS. I HEREBY RELEASE AND DISCHARGE THE EDUCATIONAL AGENCY RECEIVING THIS APPLICATION AND ANY RESPONSIBLE PERSON(S) EMPLOYED BY THE AGENCY FROM ANY AND ALL CLAIMS AND LIABILITY WHICH I MAY HAVE OR EVER CLAIM TO HAVE RELATING TO INFORMATION PROVIDED TO THE EDUCATIONAL AGENCY AS PART OF THIS APPLICATION FOR EMPLOYMENT.

____ (Signature or typed full name)

By typing your name on the following line this act serves as my legally binding signature

EOE/AA

The North Iowa Community School District is an Equal Opportunity Employer. The North Iowa Community School District supports affirmative action practices.

The North Iowa Community School District does not discriminate based on race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability.