

Application For Employment

Underwood Community Schools
P.O. Box 130
Underwood, IA 51576

It is the policy of the Underwood Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its 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, Mr. Andy Irwin, Superintendent, 601 3rd Street, Underwood, IA 51576, [\(712\) 566-2332](tel:7125662332), airwin@underwoodschoools.org.

(PLEASE PRINT)

Position(s) Applied For			Date of Application	
How Did You Learn About Us?				
<input type="radio"/> Advertisement		<input type="radio"/> Friend		<input type="radio"/> Walk-In
<input type="radio"/> Employment Agency		<input type="radio"/> Relative		<input type="radio"/> Other _____
Last Name		First Name		Middle Name
Address Number		Street		City
				State
				Zip Code
Telephone Number(s)		Email Address		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

Have you ever been employed with us before?

If Yes, give date _____

Yes No

Are you currently employed?

If Yes, give date _____

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Have you been convicted of a felony within the last 7 years?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

Education

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and Location				
Years Completed				
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List Professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal race, color, national origin, sex, disability, religion, creed, age, sexual orientation, gender identity or other protected status.

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States military? Yes No
 If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
		Hourly Rate/Salary	
		Starting Final	
Job Title	Supervisor		
Reason for Leaving			
2 Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
		Hourly Rate/Salary	
		Starting Final	
Job Title	Supervisor		
Reason for Leaving			
3 Employer	Dates Employed		Work Performed:
	From	To	
Address			
Telephone Number(s)			
		Hourly Rate/Salary	
		Starting Final	
Job Title	Supervisor		
Reason for Leaving			
4 Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
		Hourly Rate/Salary	
		Starting Final	
Job Title	Supervisor		
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No

Date of Employment _____

Job Title _____ Hourly Rate/
Salary

Department _____

By _____

NAME AND TITLE

DATE

NOTES