

OFFICE USE ONLY: File Complete _____ Resume _____ Letter of Interest _____
 Credentials _____ Transcript(s) _____ Copy of Iowa Teaching Certificate _____

MARTENSDALE-ST. MARYS COMMUNITY SCHOOL

APPLICATION FOR ADMINISTRATIVE EMPLOYMENT

It is the policy of the Martensdale-St. Marys Community School District not to illegally discriminate on the basis of race, color, national origin, gender, 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. MStM's Equity Coordinator is Mike Crozier, secondary principal. His address is MStM Community School, 390 Burlington, Martensdale, Iowa 50160. His phone number is 641-764-2686 and his email address is: mike_crozier@m-stmarvs.k12.ia.us.

Position Applied For: _____

Last Name	First Name	Middle	Soc. Sec. Number

Number & Street	City	State	Zip Code

__() _____ __() _____
 Phone (Area Code) Number-Day Phone (Area Code) Number-Evening

Iowa Administrative Certificate Folder Number: _____

EDUCATION

Undergraduate Studies - Major: _____ Minor: _____

<u>School</u>	<u>Location</u>	<u>Years Attended</u>	<u>Credits/Degrees</u>
High School			
College			

Graduate Studies Major: _____ Minor: _____

Areas of Professional Certification / Endorsements: _____

ADMINISTRATION EXPERIENCE

<u>Name of School</u>	<u>Location</u>	<u>Degree Earned</u>	<u>Date</u>

SPECIAL SKILLS, RELATED EXPERIENCE, ETC:

Some job vacancies may have special requirements for candidates to qualify. Please list any teaching endorsements. Also note special skills and other qualifications you have that may be applicable to the jobs for which you are applying.

VETERANS PREFERENCE QUALIFICATIONS:

Veterans Preference Qualification: To claim veterans preference, you must submit proof of service (such as DD-214) that includes the date of induction, date of honorable separation and social security number. This will be kept as long as you are an active application, so send a photocopy only. If your name has been changed from that listed on your separation document, print it at the top of the document as it appears on this application. To be eligible for Veterans preference, you must be a citizen and resident of Iowa.

I now maintain a residence in Iowa and claim veterans preference.
 ___ Yes ___ No

REFERENCES

Please list four references. Be certain to include superintendents, principals, and/or immediate supervisors with whom you have worked and with whom you are now working. Instructors under whom you have recently studied may also be included. Provide all information requested.

1. Name: _____ Position: _____ Work Number: _____

Address: _____ Home Number: _____

2. Name: _____ Position: _____ Work Number: _____

Address: _____ Work Number: _____

3. Name: _____ Position: _____ Work Number: _____

Address: _____ Home Number: _____

4. Name: _____ Position: _____ Work Number: _____

Address: _____ Home Number: _____

Read Before Signing:

Misrepresentation or willful omissions may be sufficient cause for disqualification of this application or termination of employment. I hereby authorize Martensdale-St. Marys Community Schools to conduct work history, personal reference or police record inquiries to determine my acceptability for employment.

Signature

Date

Return To: Jill Gavin
Business Manager
Martensdale-St.Marys Community Schools
Box 350
Martensdale, Iowa 50160
jill_gavin@m-stmarys.k12.ia.us