

# MARTENSDALE-ST.MARYS COMMUNITY SCHOOL

## APPLICATION FOR EMPLOYMENT

### Classified Personnel

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOC.SEC. #
STREET ADDRESS	CITY	STATE	ZIP CODE
(AREA CODE) PHONE NUMBER	DAY	EVENING	

#### PREVIOUS EMPLOYMENT AND EXPERIENCE:

DATES FROM / TO	NAME / ADDRESS OF EMPLOYER	SALARY RANGE	NO.OF YEARS	IMMEDIATE SUPERVISOR	DUTIES PERFORMED

#### POSITION DESIRED:

<input type="checkbox"/> AIDE	<input type="checkbox"/> ASSOCIATE	<input type="checkbox"/> 10 MONTH SECRETARY
<input type="checkbox"/> FOOD SERVICE	<input type="checkbox"/> TRANSPORTATION	<input type="checkbox"/> 12 MONTH SECRETARY
<input type="checkbox"/> MAINTENANCE / CUSTODIAL		

#### TO BE COMPLETED BY SECRETARIAL, CLERICAL, AND TEACHER AIDE APPLICANTS ONLY:

If you have experience or training with any of the following, indicate by checkmark:

<input type="checkbox"/> PHOTOCOPIER	<input type="checkbox"/> ADDING MACHINE	<input type="checkbox"/> CALCULATOR
<input type="checkbox"/> COMPUTER	<input type="checkbox"/> FAX MACHINE	<input type="checkbox"/> EXCEL PROGRAM
<input type="checkbox"/> WORD PROGRAM	<input type="checkbox"/> POWERPOINT	

#### TO BE COMPLETED BY CUSTODIAL AND MAINTENANCE APPLICANTS ONLY:

If you have experience or training with any of the following, indicate by checkmark:

<input type="checkbox"/> CARPENTER WORK	<input type="checkbox"/> CEMENT WORK	<input type="checkbox"/> ELECTRICAL WORK
<input type="checkbox"/> FURNACE WORK	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> ROOFING
<input type="checkbox"/> BUS DRIVING	<input type="checkbox"/> GLAZING	<input type="checkbox"/> GROUND CARE
<input type="checkbox"/> MACHINE SHOP	<input type="checkbox"/> MASONARY WORK	<input type="checkbox"/> PAINTING
<input type="checkbox"/> TRUCK DRIVING	<input type="checkbox"/> MOTOR VEHICLE REPAIR	

#### TO BE COMPLETED BY BUS OR TRUCK DRIVER APPLICANTS ONLY:

Driver's License No. \_\_\_\_\_ No. of years qualified \_\_\_\_\_

Has your motor vehicle license been revoked within the past 5 years? \_\_\_\_\_

Have you been convicted or charged of violating either a State or Federal law? \_\_\_\_\_

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-stmarys.k12.ia.us

**Experience Driving**

**Experience Mechanical**

	Type of vehicle	No of years	for whom	Please indicate any training or experience on motors, ignition, bodies, etc. If none, so indicate.
1.)	Single unit / 2 ton or over	_____	_____	_____
2.)	Semi with tractor	_____	_____	_____
3.)	Bus	_____	_____	_____
4.)	Other	_____	_____	_____

Do you have a CDL certificate? \_\_\_\_\_ Yes \_\_\_\_\_ No Expiration Date \_\_\_\_\_

WRITE A BRIEF STATEMENT AS TO INFORMATION YOU BELIEVE WILL ASSIST IN ARRIVING AT A TRUE ESTIMATE OF YOUR QUALIFICATIONS.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THREE REFERENCES WITH PHONE NUMBERS:**

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_

**EDUCATIONAL LEVEL AS OF THIS DATE:**

HIGH SCHOOL OR EQUIVALENT \_\_\_\_\_ Name & Location \_\_\_\_\_  
 Years Attended \_\_\_\_\_ Date Graduated \_\_\_\_\_  
 COLLEGE \_\_\_\_\_

**VETERAN'S PREFERENCE QUALIFICATION:**

Veteran's Preference Qualification: To claim veteran's preference, you must submit proof of service (such as OO-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 applicant, 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 veteran's preference, you must be a citizen and resident of Iowa. I now maintain a residence in Iowa and claim veteran's preference. \_\_\_\_\_ Yes \_\_\_\_\_ No

Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society in general, which is contrary to the accepted rule of right and duty between persons, including but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude? \_\_\_\_\_ Yes \_\_\_\_\_ No

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. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the District discovers the violation of its policy regarding application form dishonesty.

Have you ever been convicted of a violation of law other than a minor traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_

The term "convicted" includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, and a deferred judgment.

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Do not write below this line**

INTERVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_