

MAQUOKETA COMMUNITY SCHOOL DISTRICT
612 S. Vermont Street Maquoketa, IA 52060
PROFESSIONAL PERSONNEL APPLICATION

PERSONAL DATA:

Name _____
Present Address _____ Permanent Address _____

Telephone No _____ Telephone No _____
Position for which you are applying: _____
Have you served in the armed forces of the United States? _____ Yes _____ No
If so, what were the dates that you served? _____
When would you be available: _____

CERTIFICATION:

Type(s) of Certificate(s) held _____

Areas of certification _____

TRAINING:

Colleges/Universities	Location	Dates Attended	Degree(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Major(s): _____

PROFESSIONAL EXPERIENCE:

Position	School Address	Dates	Immediate Supervisor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OTHER RELATED EDUCATIONAL EXPERIENCE OR WORK WITH CHILDREN:

Extra-curricular activity sponsorship, clubs, tutoring, volunteer activity, other employment

INTERESTS:

Please give any activities you would be trained for or interested in sponsoring

What modes other than traditional self contained classes, would you be interested in teaching or administering:

Please feel free to present in narrative style your philosophy of education, elaboration on any of the above questions or information that you wish us to know that will supplement the information presented in this application.

Please request that your placement file be forwarded to Maquoketa Schools, 612 S. Vermont Street, Maquoketa, IA 52060.

BACKGROUND CHECK AND INFORMATION

In addition to the following information, a thorough background check may be made at the option of the School District.

If additional space is needed, begin your explanation here and attach additional sheets and clearly identify as Background Check and Information.

“YES” answers to the following questions will not necessarily result in denial of an offer of employment. The board will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the board in determining your eligibility and suitability for an offer of employment.

- Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of intoxication or reckless driving)? You must answer “YES” if true, even if the matter was later dismissed, deferred, reversed, or vacated. If you answer “YES: you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

Yes

No

Explanation: _____

- Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior were pending? You must answer “YES” if true, even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “YES” you must provide the date of termination of employment, the name, address, and telephone number of the employer(s) and a statement of the alleged reasons for termination.

Yes

No

Explanation: _____

- Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer “YES” you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or status of the charge or complaint.

Yes

No

Explanation: _____

- Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer “YES” you must provide the name, address and telephone number of the employer or licensing body and statement of the accusation against you.

Yes

No

Explanation: _____

AUTHORIZATION

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION OR MADE BY ME DURING MY INTERVIEW. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. I AGREE THAT THE DISTRICT SHALL NOT BE HELD LIABLE IF I AM DENIED EMPLOYMENT OR TERMINATED FOLLOWING EMPLOYMENT IF IT IS VERIFIED THAT I SUBMITTED FALSE STATEMENTS AND/OR OMITTED SUBSTANTIVE INFORMATION.

DATED _____ APPLICANT: _____

I voluntarily grant the Maquoketa Community School District the right to investigate the statements I have made in this application, as well as other job-related information and activities. This investigation may include a consumer report from a retail credit bureau. I also authorize any former employer, co-worker, firm, or government agency to disclose to the Maquoketa Community School District any information they may have regarding me. I release the Maquoketa Community School District, as well as any providers of information, from any liability, and for any damage, which may result from the furnishing of this information.

DATED _____ APPLICANT: _____

The Maquoketa Community School District assumes that as an applicant you wish us to obtain pertinent confidential statements from previous employers and/or references. If you agree to authorize us to maintain the confidential status of all materials and statements submitted, please indicate by signing below.

DATED _____ APPLICANT: _____

This school district assumes that as an applicant for a position here you wish us to obtain pertinent confidential statements from previous employers and/or references. If you agree to authorize us to maintain the confidential status of all materials and statements submitted, please indicate in the affirmative by signing below.

The Maquoketa Community School District does not discriminate in its educational programs and activities on the basis of race, national origin, color, religion, gender, creed, marital status, sexual orientation, gender identity or disability.

Place an X in this box if you wish to be notified before your name is released to the media as an applicant for this position.

Dated: _____ Signature: _____