

Classified Staff Application

Exira-Elk Horn Community School
4114 Madison St., Elk Horn IA 51531; 105 East School St., Exira IA 50076
Home of Spartans

Applicant Name _____

Position Sought _____

Address _____

Email Address _____

Cell Phone: _____

Home Phone: _____

Are you legally eligible to work in the United States? (circle one) Yes or No

Are you a U.S. Citizen? (circle one) Yes or No

Are you a Military Veteran? (circle one) Yes or No

If yes, dates of service _____

Have you ever been convicted of a felony or misdemeanor (excluding traffic violations)?
(circle one) Yes or No

Education Record:

Please list all schools attended, beginning with elementary, and the diplomas or degrees earned.

Institution	Location	Degree Earned	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Work Experience: (List most recent experience first.)

Employer	Location	Position	Date	Supervisor's Name
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

References: List three people who are familiar with your success or potential success as an employee.

Name	_____	_____	_____
Address	_____	_____	_____
	_____	_____	_____
Position	_____	_____	_____
Phone No.	_____	_____	_____

Discuss below your principal motivation for seeking this position. Attach additional paper if necessary.

I hereby give permission for the Exira-EHK Community School District to conduct an Iowa criminal history record check with the Division of Criminal Investigation and other local agencies. Any information maintained by these agencies may be released as allowed by law. Bus drivers are subject to a pre-employment drug test.

Signature

Date

Please forward all application materials to:

Superintendent
Exira-EHK Community School District
4114 Madison Street
Elk Horn, IA 51531
FAX 712-764-4626

EXIRA-EHK Community School is an EOE/AA Employer

NOTICE OF GRIEVANCE PROCEDURE

Applicants for employment in the school district shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in program and employment.

NOTICE OF NON-DISCRIMINATION

Applicants for employment are hereby notified this institution does not discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

AGREEMENT

I hereby certify that the above information, and the information included in my application materials, to the best of my knowledge, is true, accurate and complete.

I hereby give former and/or current employers permission to provide any information requested by appropriate personnel of the EXIRA-EHK Community School District regarding my professional competence, performance, and character. I waive any right I may have against any person contacted as a reference concerning this application.

I understand that, if employed, I may be dismissed from employment if false statements are made on this application or my application materials. I also understand that all employees are required to have a physical examination and that a criminal background check will be conducted. I further understand that if I accept a position with the EXIRA-EHK Community School District; this application will become part of my permanent record.

I have read and understand the above statements.

_____ (NAME) _____ (DATE)

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact:

(Title) Steven Humphrey, Principal

(where located) Middle School @ 105 East School Street, Exira, Iowa

(telephone number) 712-268-5318

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3.