



**GMG County Community Schools
Green Mountain Garwin
Application for Employment - Classified**

Personal Information:

Last Name _____ First Name _____ Middle Initial _____

Current Address _____
Street City State Zip Code

Email Address _____ Home Phone _____ Cell Phone _____

Social Security Number _____ Date of Birth _____

Are you eligible to work in the United States? Yes No

Please list the specific position(s) you are applying for in order of preference:

1 st	2 nd	3 rd
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In your own handwriting, please use this space to state your reasons for making application to work in the GMG Community School District. _____

Employment Experience (Most recent listed first):

Position	Name of Employer	City & State	Dates of Employment

Qualifications:

For Secretarial and Educational Aide applicants – Check those that you have ability to perform or have had experience/training with:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Computer | <input type="checkbox"/> Postage Machine | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Adding Machine/Calculator | <input type="checkbox"/> Contacting the Public | <input type="checkbox"/> Payroll |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Directing Children | <input type="checkbox"/> Tax Reports |
| <input type="checkbox"/> Copy Machine | <input type="checkbox"/> First Aid | <input type="checkbox"/> Other |
| <input type="checkbox"/> Spreadsheet applications | <input type="checkbox"/> Sign Language | |
| <input type="checkbox"/> Word Processing | | |
- Typing speed: _____ Words per minute

For Custodial and Maintenance applicants – Check those that you have ability to perform or have had experience/training with:

- | | | |
|--|--|---|
| <input type="checkbox"/> Carpenter Work | <input type="checkbox"/> Engine Repair | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Electrical Work | <input type="checkbox"/> Cement Work | <input type="checkbox"/> Floor Care |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Furnace/Boiler Work | <input type="checkbox"/> Window Washing |
| <input type="checkbox"/> Grass Cutting | <input type="checkbox"/> Grounds Care | <input type="checkbox"/> Other |
| <input type="checkbox"/> Masonry Work | <input type="checkbox"/> Snow Removal | |

For Custodial, Maintenance, and Bus Driver applicants -

Do you hold a commercial driver’s license (CDL)? Yes No Years Qualified: _____

List endorsements/restrictions: _____ Do you have S, P & B endorsements? _____

Driver’s license number: _____ Years qualified: _____

Has either license been revoked within the last five (5) years? Yes No

If “yes” briefly explain: _____

Educational Background:

Name/Location of Institution	Year(s)	Degree	Major

Other Relevant Employment, Experience, or Military Record:

Position or Rank	Organization or Military Branch	Dates of Service	Discharge/Reason for Leaving

References (list three individuals, not related to you, who are very familiar with your professional work and who may be contacted):

Name of Individual: _____ Official Position: _____

Business Phone: _____ Home or Cell Phone _____

Email Address: _____

Name of Individual: _____ Official Position: _____

Business Phone: _____ Home or Cell Phone _____

Email Address: _____

Name of Individual: _____ Official Position: _____

Business Phone: _____ Home or Cell Phone _____

Email Address: _____

Background Information

Mark yes or no in response to the following questions.

If you answer “yes” to any of the following questions you must attach a separate sheet of detailed explanation that is labeled **BACKGROUND CHECK** as the title. In addition to the following information, a thorough background check may be made at the option of the District.

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

1. Have you ever been convicted of a violation of the law other than a minor traffic violation? (The term “conviction” includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge). If you answer “yes”, the explanation for this question must include the name and address of the court where the proceedings occurred, a statement of the accusations against you and the final disposition.
 No Yes (attach a separate sheet of detailed explanation)
2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education? You must answer yes to this question even if the matter was later resolved with any form of settlement or severance agreement, regardless of terms. If you answer “yes”, you must provide the date of the termination or resignation, a statement of alleged reasons for termination or resignation, and the name, address and telephone number of the employer.
 No Yes (attach a separate sheet of detailed explanation)
3. In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or licensing board of any state? If you answer “yes”, you must provide the dates of the proceedings, name, address and telephone number of the agency or body where the proceedings took place, a statement of the accusations against you, the final disposition and/or status of the charge or complaint.
 No Yes (attach a separate sheet of detailed explanation)
4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline?
 No Yes (attach a separate sheet of detailed explanation)

Verification Statement

The information in this application for employment is true, correct, and complete to the best of my knowledge. I certify that I have answered all questions to the best of my ability and I have not withheld any information that would unfavorably affect my application for employment. I acknowledge that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, may be the cause for my rejection from employment or may result in my subsequent dismissal if I am hired.

Signature

Date

I request that my application file remain confidential pursuant to and in accordance with the State laws. If I am interviewed and/or my application is considered at a Board of Education Meeting, I request my information be reviewed by the Board of Education in closed session.

Signature

Date

In the event you are a finalist, may we contact your employer? Yes No

Signature

Date

Please return this form and all application materials to:

GMG Community Schools
% **Betsy Spaur**, Business Manager
1710 Wallace Ave
Green Mountain, IA 50632

Email: bspaur@gmgschools.org
Phone: 641-474-2254
Fax #: 641-474-2257

It is the policy of GMG Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity and socioeconomic status 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, Stacey Busch Elementary Principal, 1710 Wallace Ave., Green Mountain, IA 50632 ph. 641-474-2251 or email at sbusch@gmgschools.org.