

**North Union Community School District**  
600 4<sup>th</sup> Avenue • Armstrong, Iowa 50514 • (712) 868-3542 • www.northunion.k12.ia.us

**APPLICATION FOR EMPLOYMENT**

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_  
(Last) (First) (Middle Initial)

Address: \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip Code)

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Home) (Work) (Cell)

E-mail Address: \_\_\_\_\_

Are you a U.S. Citizen? Yes  No   
If not, are you eligible to work in the United States? Yes  No

**Position(s) for which you are applying:**

Position 1: \_\_\_\_\_  
Position 2: \_\_\_\_\_  
Position 3: \_\_\_\_\_

Are you available for full time employment? Yes  No   
Are you willing to consider less than full time? Yes  No   
Are you under contract for next year? Yes  No  If "Yes", where? \_\_\_\_\_

**Education** (List in order of most current)

College/University Attended: \_\_\_\_\_  
Degree: \_\_\_\_\_ Graduated: \_\_\_\_\_

College/University Attended: \_\_\_\_\_  
Degree: \_\_\_\_\_ Graduated: \_\_\_\_\_

College/University Attended: \_\_\_\_\_  
Degree: \_\_\_\_\_ Graduated: \_\_\_\_\_

High School Attended: \_\_\_\_\_ Location: \_\_\_\_\_

**If applying for a certified or administrative position, please complete the following:**

Have you previously held a licensed position in an Iowa public school? Yes  No

If yes, have you successfully completed an official probationary period? Yes  No

If yes, what was the length of the probationary period? \_\_\_\_\_

Have you applied for your Iowa License? Yes  No  Iowa Folder Number: \_\_\_\_\_

Do you hold a license from another state? Yes  No  If so, what state? \_\_\_\_\_

What certifications, endorsements, or approvals do you hold? \_\_\_\_\_

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**Employment History** (List in order of most current)

**School District/Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Work Phone: \_\_\_\_\_

Dates of Experience: \_\_\_\_\_ Position: \_\_\_\_\_

Duties/Responsibilities (include coaching and/or extracurricular activities): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**School District/Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Work Phone: \_\_\_\_\_

Dates of Experience: \_\_\_\_\_ Position: \_\_\_\_\_

Duties/Responsibilities (include coaching and/or extracurricular activities): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**School District/Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Work Phone: \_\_\_\_\_

Dates of Experience: \_\_\_\_\_ Position: \_\_\_\_\_

Duties/Responsibilities (include coaching and/or extracurricular activities): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**School District/Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Work Phone: \_\_\_\_\_

Dates of Experience: \_\_\_\_\_ Position: \_\_\_\_\_

Duties/Responsibilities (include coaching and/or extracurricular activities): \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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**Military Experience**

Active Duty Dates: \_\_\_\_\_ Reserve Duty: \_\_\_\_\_

Branch: \_\_\_\_\_ Branch: \_\_\_\_\_

Location of Duty: \_\_\_\_\_ Obligations: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Times of Current Training Duty: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_

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**References**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employer & Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employer & Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employer & Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employer & Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Are you on a sex offender registry? Yes  No

Are you on the Department of Human Services child abuse registry? Yes  No

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

If "yes", please provide date, incident, City and State of charge: \_\_\_\_\_

Responding yes to any of the previous questions is not an automatic bar to employment. The date of the offense and the relationship between the offense and the position for which you are applying for will be considered.

Are you able to perform, with or without reasonable accommodation, the essential job function required for this position? Yes  No

If no, please explain: \_\_\_\_\_

## **AGREEMENT**

**(Read carefully before signing or submitting electronically)**

By my signature:

- I hereby certify that all information contained in this application, and accompanying resume (if any), to the best of my knowledge, is true, accurate, and complete. Any misrepresentation or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment if discovered at a later date.
- I authorize the District to conduct a complete check regarding my background, including, but not limited to criminal record, child abuse registry screening and sex offender registry. I agree to prepare and sign any other form necessary to complete a criminal background check. I further authorize all government agencies, departments, bureaus, or related entities to release any and all information regarding my criminal history, if any. I agree to immediately notify the District if I should be convicted of any crime while my application is pending, or during my period of employment, if hired.
- I authorize all current and former employers, teachers, and references to release all information regarding my professional competence, performance, character, and background. I waive any right I may have against any person contacted as a reference concerning this application.
- I understand that if I am employed by North Union Community School District, this application and associated documents will become part of my permanent record.
- I accept responsibility for maintaining a valid teaching license and such other licenses, endorsements and certifications as may be required by the District and the State of Iowa.
- I understand that this application is not a contract of employment. In accepting the position, if hired, I understand that employment is at will, unless otherwise specified by the Code of Iowa. I acknowledge that the District may discharge an at-will employee at any time for any legal reason or no reason at all.

By my electronic submission of this form:

- I attest that all the information contained in this application is accurate, complete, and true.
- I am bound by all elements of the agreement section of the application.
- I understand and accept that electronic submission will be considered equivalent to an original hand written signature on a paper copy of the application.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

It is the policy of the North Union Community School District to provide equal educational and employment opportunities and to not discriminate on the basis of gender, race, ethnicity, religion, age, marital status, sexual orientation, socioeconomic status, or disability in its educational programs, activities, or employment and personnel practices. The District is committed to affirmative action.