

WILLIAMSBURG COMMUNITY SCHOOL DISTRICT

810 WEST WALNUT STREET, P.O. BOX 120

WILLIAMSBURG, IA 52361

PHONE: 319-668-1059

CERTIFIED EMPLOYMENT APPLICATION

POSITION DESIRED: _____ DATE: _____
Grade Level or Subject Preferred

TELEPHONE: (HOME) _____ (WORK) _____

NAME: _____
Last First Middle Initial Maiden

CURRENT ADDRESS: _____
Street City State Zip

MILITARY SERVICE? _____ DATES OF SERVICE: _____ TYPE OF DISCHARGE: _____

SOCIAL SECURITY #: _____ (Optional - may be required on other forms before employment)

Can you be lawfully employed in this country due to Visa or Immigration status? Yes _____ No _____

Month/Day/Year Available for Employment: _____

Do you object to driving or traveling? Yes _____ No _____

Driver's License # (if required for position): _____

HIGHEST DEGREE HELD: _____ GRANTED BY: _____ DATE: _____

ADDRESS OF INSTITUTION: _____

LATEST DATE COLLEGE CREDIT EARNED: _____ INSTITUTION: _____

Note: If you do not hold a current Iowa certificate, contact the Department of Education, Practitioner Preparation and Licensure Bureau, Grimes State Office Building, Des Moines, IA 50319-0146 to determine your eligibility for Iowa Certification.

EDUCATIONAL ATTAINMENT: _____ Bachelor's Degree _____ Master's Degree
_____ Bachelor's Degree + 15 Hours _____ Master's Degree + 15 Hours
_____ Bachelor's Degree + 24 Hours _____ Master's Degree + 30 Hours

Have you ever:

- been refused tenure, reappointment or a continuing contract? Yes _____ No _____
- been discharged or requested to resign from an employment position? Yes _____ No _____
- had a certificate or license revoked or suspended? Yes _____ No _____
- been convicted of criminal conduct? Yes _____ No _____
- been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child or any felony? Yes _____ No _____
- been convicted of a drug or alcohol related charge? Yes _____ No _____

Are any criminal charges or proceedings pending against you? 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 or society in general and 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 _____

CERTIFICATION

SUBMIT A PHOTOCOPY OF YOUR CURRENT CERTIFICATE

WHAT TEACHING CERTIFICATE DO YOU HAVE?
WHAT IS YOUR IOWA FOLDER NUMBER?
WHAT ENDORSEMENT(S) DO YOU HAVE?
WHAT APPROVAL(S) DO YOU HAVE?

NOTE: IF YOU DO NOT HOLD A CURRENT IOWA CERTIFICATE, CONTACT THE DEPARTMENT OF EDUCATION, PRACTITIONER PREPARATION AND LICENSURE BUREAU, GRIMES STATE OFFICE BUILDING, DES MOINES, IA 50319-0146 TO DETERMINE YOUR ELIGIBILITY FOR IOWA CERTIFICATION.

EDUCATIONAL PREPARATION (List Chronologically)

EDUCATION	NAME OF SCHOOL OR UNIVERSITY AND LOCATION	MAJOR	DEGREE/ NO. HOURS	DATES OF ATTENDANCE (FROM/TO)
High School				

College or University				

EDUCATIONAL HONORS, AWARDS (List Chronologically)

NAME OF SCHOOL/LOCATION	NAME AND DATE OF HONOR/AWARD	PRESENTING DEPARTMENT

STUDENT TEACHING EXPERIENCE (List Chronologically and Include Any Internships)

NAME OF SCHOOL/LOCATION	GRADE LEVEL AND/OR SUBJECT	SUPERVISING TEACHER	DATES (FROM/TO)

TEACHING EXPERIENCE (List Chronologically - Do Not Include Substitute Teaching)

NAME OF SCHOOL DISTRICT/LOCATION	POSITION HELD Grades and/or Subjects Taught (Specify)	DATES (FROM/TO)	TOTAL YEARS	FULL OR PART TIME	REASON FOR LEAVING

WORK EXPERIENCE OTHER THAN TEACHING (Include Military Experience)

EMPLOYER/LOCATION	POSITION/RANK	INCLUSIVE DATES	REASON FOR LEAVING/DISCHARGE

DISCIPLINARY HISTORY

IF THE ANSWER TO ANY OF THE FOLLOWING QUESTIONS IS "YES," PLEASE INCLUDE AN EXPLANATION ON THE BACK OF THIS PAGE.

- HAVE YOU EVER BEEN REFUSED TENURE, REAPPOINTMENT OR A CONTINUING CONTRACT?
YES _____ NO _____
- HAVE YOU EVER BEEN DISCHARGED OR REQUESTED TO RESIGN FROM AN EMPLOYMENT POSITION?
YES _____ NO _____
- HAVE YOU EVER HAD A CERTIFICATE OR LICENSE REVOKED OR SUSPENDED?
YES _____ NO _____
- HAVE YOU EVER BEEN CONVICTED OF CRIMINAL CONDUCT?

YES _____ NO _____

IF YES, PLEASE EXPLAIN: _____

5. ARE ANY CRIMINAL CHARGES OR PROCEEDINGS PENDING AGAINST YOU?

YES _____ NO _____

6. HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION, PHYSICAL OR SEXUAL ABUSE, OR RAPE OF A CHILD OR ANY FELONY?

YES _____ NO _____

7. HAVE YOU EVER BEEN CONVICTED OF A DRUG OR ALCOHOL RELATED CHARGE?

YES _____ NO _____

CONTRACT STATUS

1. ARE YOU CURRENTLY UNDER CONTRACT? YES _____ NO _____

IF YES, WHERE? _____

PRESENT POSITION: _____

TYPE: SUBSTITUTE _____ PROBATIONARY _____ TENURED _____

OTHER _____

2. HAVE YOU CHECKED AND CAN YOU BE RELEASED IF YOU ARE OFFERED ANOTHER POSITION?

YES _____ NO _____

IF NO, EXPLAIN: _____

3. WHY DO YOU WISH TO LEAVE YOUR CURRENT POSITION TO TEACH IN THE WILLIAMSBURG COMMUNITY SCHOOL DISTRICT?

4. HAVE YOU EVER HELD A CONTINUING CONTRACT IN IOWA?

YES _____ NO _____

IF YES, CITE SCHOOL DISTRICT(S) AND DATE(S): _____

5. PLEASE PROVIDE INFORMATION ABOUT YOUR CURRENT, IMMEDIATE SUPERVISOR OR THE SUPERVISOR FOR THE MOST RECENT CONTRACT POSITION YOU HAVE HELD.

NAME: _____

POSITION: _____

WORK TELEPHONE: _____ WORK FAX: _____

IF YOU HAVE BEEN EMPLOYED IN YOUR CURRENT POSITION FOR LESS THAN FIVE (5) YEARS, PLEASE PROVIDE INFORMATION ABOUT YOUR IMMEDIATE SUPERVISOR IN YOUR PRIOR POSITION.

NAME: _____

POSITION: _____

WORK TELEPHONE: _____ WORK FAX: _____

PROFESSIONAL REFERENCES

IT IS THE **APPLICANT'S RESPONSIBILITY** TO HAVE THE FOLLOWING INFORMATION PROVIDED TO THE SCHOOL DISTRICT IN ORDER TO BE CONSIDERED FOR EMPLOYMENT.

1. PROVIDE THE NAMES OF AT LEAST **THREE PROFESSIONAL REFERENCE SOURCES**. IF YOU ARE A BEGINNING TEACHER, LIST PRINCIPAL AND UNIVERSITY SUPERVISOR UNDER WHOM STUDENT TEACHING WAS DONE, AS WELL AS OTHERS ASSOCIATED WITH THE TEACHER EVALUATION PROGRAM.

2. UNLESS INCLUDED IN PLACEMENT FILE, APPLICANTS WITH TEACHING EXPERIENCE MUST PROVIDE RECOMMENDATIONS FROM PRINCIPALS AND/OR SUPERINTENDENTS FOR ALL CONTRACT EDUCATIONAL EMPLOYMENT WITHIN THE PAST THREE YEARS. IF EXPERIENCE WAS NOT WITHIN THE PAST THREE YEARS, PROVIDE REFERENCES FROM MOST RECENT POSITION AS A TEACHER OR ADMINISTRATOR UNDER CONTRACT.

3. PLEASE CHECK: _____ A PLACEMENT FILE IS BEING SENT OR _____ REFERENCES ARE LISTED BELOW

REFERENCES

1. Name: _____ Position: _____ Work Phone: _____
 Address: _____ Home Phone: _____

2. Name: _____ Position: _____ Work Phone: _____
 Address: _____ Home Phone: _____

3. Name: _____ Position: _____ Work Phone: _____
 Address: _____ Home Phone: _____

4. Name: _____ Position: _____ Work Phone: _____
 Address: _____ Home Phone: _____

5. Name: _____ Position: _____ Work Phone: _____
 Address: _____ Home Phone: _____

EXTRACURRICULAR ACTIVITIES

NOTE: INDICATE THE NUMBER OF YEARS EXPERIENCE IN THE ACTIVITIES LISTED BELOW. INDICATE ACTIVITIES YOU ARE QUALIFIED FOR AND WILLING TO COACH/SPONSOR BY CIRCLING THE NAME OF THE ACTIVITY.

Extracurricular Activities	High School Experience	College Experience	Contract Experience
Football			
Basketball			
Baseball			
Softball			
Track			
Cross Country			
Wrestling			
Gymnastics			
Field Hockey			
Golf			
Tennis			
Volleyball			
Soccer			

Extracurricular Activities	High School Experience	College Experience	Contract Experience
Student Government			
Newspaper			
Yearbook			
Speech/Debate			
Drama			
Cheerleading			
Other Clubs			
Other Sports			

DO YOU HAVE A VALID IOWA COACHING AUTHORIZATION? YES _____ NO _____

IMPORTANT ADDITIONAL REQUIREMENTS

1. IN ADDITION TO COMPLETING THIS APPLICATION FORM YOU SHOULD PROVIDE US A COPY OF YOUR TEACHING CERTIFICATE. BEGINNING TEACHERS SHOULD ARRANGE FOR THE PLACEMENT OFFICE TO SEND US A COPY OF THEIR COLLEGE CREDENTIAL FILE (REFERENCES).
2. A PERSONAL INTERVIEW IS REQUIRED BEFORE AN APPLICANT CAN BE RECOMMENDED FOR CONTRACT.
3. PURSUANT TO IOWA LAW, A PHYSICAL EXAMINATION WILL BE REQUIRED PRIOR TO BEGINNING EMPLOYMENT.
4. THE DISTRICT, AT ITS DISCRETION, MAY PERFORM A CRIMINAL RECORDS CHECK, A CHECK OF RECORDED HISTORY OF CHILD ABUSE, DRIVING RECORD (IF DRIVER'S LICENSE IS REQUIRED), VERIFICATION OF EMPLOYMENT AND EDUCATIONAL INFORMATION.
5. UPON ACCEPTANCE OF A CONTRACT, THE APPLICANT MUST PROVIDE A COMPLETE ORIGINAL TRANSCRIPT OF CREDITS.

The Williamsburg Community School District provides equal opportunity in employment to all persons regardless of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, or disability

WILLIAMSBURG COMMUNITY SCHOOL DISTRICT
 810 West Walnut
 Williamsburg, Iowa 52361

READ CAREFULLY:

I hereby certify that all application statements are true and complete to the best of my knowledge, and I understand that if I am employed, false statements on this application, whenever discovered, may be sufficient cause for immediate dismissal at the District's discretion.

I understand that before any contract becomes effective or compensation is possible, a valid Iowa teaching certificate and a completed school district physical examination form must be filed with the Superintendent of Schools for the Williamsburg Community School District.

I further agree that, if employed, I will accept assignments to grade level, subjects and activities made by the Superintendent and the Williamsburg Board of Education.

SIGNATURE OF APPLICANT

DATE