

# CLASSIFIED EMPLOYMENT APPLICATION

West Hancock Community School District  
PO Box 278  
Britt, IA 50423  
641-843-3833 www.whancock.org

POSITION(S) DESIRED:  Full Time  Part Time  Substitute

Custodian  Food Service  Maintenance

Paraprofessional  Secretarial  Transportation

## PERSONAL INFORMATION:

Full Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email \_\_\_\_\_

Are you authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

### NOTES TO APPLICANT:

West Hancock Community School District is interested in securing the services of superior classified personnel. Candidates must have at least a working knowledge of the position for which he or she is applying and must meet the basic assignment performance goals.

New employees become members of the Iowa Public Employees Retirement System.

The information in this application pertaining to name, address, employment, training, experience and education is a public record open to public inspection.

Successful candidates must pass a physical examination for employment.

Papers and photographs will not be returned. Applications will be kept on file for **one year**. If the applicant desires to renew his/her application after one year, notification must be received by this office.

I hereby give former and/or current employers permission to provide any information requested by appropriate personnel of the West Hancock Community School District regarding my professional competence, performance, and character. I waive any rights 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. I also understand that all employees are required to have a pre-employment physical examination and that a criminal background check will be conducted. I further understand that if I accept a position with the West Hancock Community School District, this application will become part of my permanent record.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**EMPLOYMENT RECORD:**

List previous employment and experience beginning with most recent:

DATES TO – FROM	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION & KINDS OF DUTIES	IMMEDIATE SUPERVISOR	MAY WE CONTACT SUPERVISOR?	REASONS FOR LEAVING

**EDUCATION RECORD:**

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DATE GRADUATED
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS, CORRESPONDENCE, SCHOOL			

**MILITARY RECORD:**

Branch: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

**REFERENCES**Give three references (**other than your personal friends**) who are qualified to show your fitness for the position you may seek. Letters of reference will be accepted.

NAME	OCCUPATION	ADDRESS	POSITION	TELEPHONE	ASSOCIATION WITH APPLICANT

**TO BE COMPLETED BY ALL APPLICANTS:**

1. Why do you want to work for the West Hancock Community School District?

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2. What qualifications do you feel you have for the position(s) you have checked? Include special training, skills, and experiences.

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3. Do you have computer skills? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

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4. Do you have CPR Training? Yes \_\_\_\_\_ No \_\_\_\_\_ Date of Certification: \_\_\_\_\_

5. Have you ever been discharged from a position of employment? Yes \_\_\_\_\_ No \_\_\_\_\_ Please explain:

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6. Are you on the sex offender registry? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Are you on the Department of Human Services child abuse registry? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Have you ever been convicted of a misdemeanor or felony? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, provide date, incident, city and state of conviction:

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9. What are your hobbies and interests?

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**ANSWER THE FOLLOWING GROUPS OF QUESTIONS FOR EACH POSITION YOU ARE INTERESTED IN**

**Secretarial/Administrative Assistant**

1. Please articulate any specific skills or trainings you have had in the areas of accounting, technology, or other previous office work.

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2. Are you interested in a particular secretarial/administrative assistant position? If yes, explain:

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**Custodian/Maintenance:**

1. Are you able to perform the essential job functions of this position? Yes \_\_\_\_\_ No \_\_\_\_\_ Please explain any limitations.

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2. Many of our positions require nights and/or weekends. Can you fully meet these needs? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

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**Food Services:**

1. Are you able to perform the essential job functions of this position? Yes \_\_\_\_\_ No \_\_\_\_\_ Please explain any limitations.

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2. Please explain experiences you have had working in a food service program and in a job around many children.

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**Paraprofessional:**

1. Grade level(s) preferred: \_\_\_\_\_ Elem (PreK – 6) \_\_\_\_\_ Middle School (7-8) \_\_\_\_\_ High School (9-12)

2. Are you able to perform the essential job functions of this position? Yes \_\_\_\_\_ No \_\_\_\_\_ Please explain any limitations.

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3. Are you willing to work with special need children with severe disabilities? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Are you willing to do playground duty? Yes \_\_\_\_\_ No \_\_\_\_\_

**Transportation:**

1. Are you able to perform the essential job functions of this position? Yes \_\_\_\_\_ No \_\_\_\_\_ Please explain any limitations.

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2. List your driving experience below: Do you have a CDL? Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Vehicle	No. of Years	Employer
2-ton or over single unit	_____	_____
Semi with tractor	_____	_____
Bus	_____	_____

3. Has your motor vehicle license been revoked within the past five years? Yes \_\_\_\_\_ No \_\_\_\_\_

4. List all traffic violations in the last five years.

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**An Affirmative Action, Equal Opportunity Employer**

The West Hancock Community School District does not discriminate based on race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, marital status, or disability. Inquiries may be directed to the Superintendent, PO Box 278, 510 9<sup>th</sup> Ave. SW, Britt, IA 50423 641-843-3833

**AFFIRMATIVE ACTION INFORMATION**

Completion of this form is optional. However, we would appreciate it if you would supply the requested information. In order to comply with regulations established by the U.S. Equal Employment Opportunity commission, the Office of Civil Rights in the U.S. Department of Education, Iowa Code 19B.11 and I.A.C. 281-ch.95, the District must report statistical summaries of the information requested. The information is used for this purpose and other affirmative action purposes only.

**Section I**

- \_\_\_\_\_ A. American Indian or Alaskan native
- \_\_\_\_\_ B. White, not of Hispanic origin
- \_\_\_\_\_ C. Black, not of Hispanic origin
- \_\_\_\_\_ D. Asian or Pacific Islander
- \_\_\_\_\_ E. Latino or Hispanic
- \_\_\_\_\_ F. Other

**Section II**

Male \_\_\_\_\_ Female \_\_\_\_\_ Age \_\_\_\_\_

Handicapped: Yes \_\_\_\_\_ No \_\_\_\_\_

Disabled Veteran (any era): Yes \_\_\_\_\_ No \_\_\_\_\_

Vietnam Era Veteran (1964-1975) Yes \_\_\_\_\_ No \_\_\_\_\_

**Section III**

Please check the source from which you learned of this position.

\_\_\_\_\_ Advertisement in newspaper, professional journal, newsletter or job registry, including Workforce Center of Iowa.

Please indicate name of the publication. \_\_\_\_\_

\_\_\_\_\_ Position announcement at school

\_\_\_\_\_ Personal contact by District

\_\_\_\_\_ Other: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(not required)

Position Sought: \_\_\_\_\_