

Rock Valley Community Schools Staff Employment Application

Application Date: _____
Date Available: _____

Position(s) for which applying:

Are you available full time? Yes No

Name: _____ Social Security # _____

U.S. Citizen? Yes No Are you legally eligible to work in the United States? Yes No

Home Phone: _____ Work Phone: _____

Current Address: _____

Post-Secondary Education

| College/Location | No. of Hours Beyond Highest Degree | Degree Major & Minor Fields | Dates Attended and Graduation Date |
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High School Attended: _____ Location: _____

Prior Employment (Begin with current/most recent)

Employment and/or Other Experiences

Employer 1: _____

Address: _____

Supervisor Name: _____ Phone: _____

Dates of Experience: _____

Position: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

Employer 2: _____
 Address: _____
 Supervisor Name: _____ Phone: _____
 Dates of Experience: _____
 Position: _____
 Duties and Responsibilities: _____

Reason for Leaving: _____

Employer 3: _____
 Address: _____
 Supervisor Name: _____ Phone: _____
 Dates of Experience: _____
 Position: _____
 Duties and Responsibilities: _____

Reason for Leaving: _____

Employer 4: _____
 Address: _____
 Supervisor Name: _____ Phone: _____
 Dates of Experience: _____
 Position: _____
 Duties and Responsibilities: _____

Reason for Leaving: _____

Military

Active Duty: / / to / / Branch: _____
 Location of Duty: _____
 Rank at Discharge: _____
 Reserve Duty: / / to / / Branch: _____
 Obligation Period: _____
 Times of Current Training Duty: _____

References List at least three who are not relatives or past supervisors

| Name/Position | Employer & Address | Work & Home Phone |
|---------------|--------------------|-------------------|
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| Are you on the sex offender registry? | Yes | No |
| Are you on the Department of Human Services' child abuse registry? | Yes | No |
| Have you ever been convicted of an offense other than a minor traffic violation? (DUI and DWI convictions <u>are not minor</u> and must be reported.) | Yes | No |
| Have you ever been arrested/charged/convicted of a felony? | Yes | No |
| Have you ever been arrested/charged/convicted (even if no contest or charges dropped or pled down) for a sex-related offense? | Yes | No |
| Have you ever been arrested/charged/convicted (even if no contest or charges dropped or pled down) for a drug-related offense? | Yes | No |
| If yes, please provide date, incident, city/state or charge: | | |
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***Please Note:** 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 will be considered.

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| Are you able to perform, with or without reasonable accommodation, the essential job functions required of this position? | Yes | No |
| If no, explain: | | |
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Agreement

I hereby certify that the above information, to the best of my knowledge, is true accurate and complete. Any misrepresentation of willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. I authorize verification of any of this information and all current and former employers to release any information concerning my background. Additionally, I authorize the school district to run a criminal background check. I understand that this application is not a contract of employment. I also understand that if hired, regardless of any oral representation to the contrary, the employment relationship is terminable-at-will.

Signature _____ Date _____