

APPLICATION FOR EMPLOYMENT

Position Applied for: _____



3501 Harry Langdon Boulevard • Council Bluffs, IA 51503-7898 • 712-366-0571 (V/TTY)

APPLICATION FOR EMPLOYMENT

Complete this application in detail.
Incomplete applications may be returned or may result in disqualification.

Be sure to indicate the position(s) you wish to be considered for at the top of this page.

Return Application to:

Iowa School for the Deaf
attn: Human Resources
3501 Harry Langdon Blvd
Council Bluffs, IA 51503-7898

FAX: 712-366-3218

A. INSTRUCTIONS

Print in dark ink or type. Add extra sheets as necessary.

B: NAME, ADDRESS, AND TELEPHONE

| | |
|--|------------------------|
| Name: Last, First, Middle Initial | Social Security Number |
| Address: Number, Street, Apartment | |
| City, State, Zip Code | |
| Contact number (indicate if Voice/VP/Cell/Text): | |
| Email address: | |

C. EDUCATION AND TRAINING - Institutions of higher education, trade, vocational or professional schools attended (other than high school)

| School | Major/Concentration | Did you graduate? | Degree/Certificate |
|--------|---------------------|-------------------|--------------------|
| | | | |
| | | | |
| | | | |

D. SKILLS, LICENSES, AND CERTIFICATES

Please list all skills related to this position. For licenses and certificates, list the type, class, state, level, and expiration date.

E. GENERAL INFORMATION

1. Have you ever been known by any other name(s) which will be required to verify any of the information in this application (e.g. maiden name, alias)?
 No Yes If yes, please give name(s): _____

2. Have you ever been previously employed at ISD? No Yes If yes, please specify job title and beginning and ending dates of employment.

3. Have you ever been convicted of a crime? No Yes A conviction does not automatically mean you will not be considered for a job. What you were convicted of, the circumstances surrounding the conviction, and how long ago the conviction occurred are important as well. Please provide the nature of the conviction and the state is occurred:

4. Have you ever been investigated by a government agency for child or dependent adult abuse and/or neglect? No Yes If yes, please give the dates of the investigation(s) and please identify the states in which the investigations(s) occurred:

5. Do you have any relatives now employed at ISD? No Yes (If yes, indicated name, dept., and relationship)

6. If hired, will you be able to furnish proof of your eligibility to work in the United States? No Yes

7. May we contact your current employer? No Yes Previous employers? No Yes

8. Please describe in detail how your experience, knowledge, and abilities qualify you for this position: _____

9. Please list all equipment that you can operate: _____

10. Do you have a driver's license? No Yes If yes, please indicate issuing state, license number, and expiration date:

11. Check all appropriate boxes which indicate your interest: Full-Time Part-Time Permanent Temporary
 Substitute First Shift Second Shift Third Shift

12. How soon are you available for employment? _____

F. EMPLOYMENT HISTORY - Please show all previous employment, plus other related experience (add additional pages, if necessary). Include military or volunteer experience. Begin with your most recent job. A resume may be attached.

| | | |
|-------------------------------|----------------------|--------|
| Firm Name (Department) | From: Mo/Yr | Title |
| Street | To: Mo/Yr | Duties |
| City, State, Zip Code | Starting Salary | |
| Telephone (include area code) | Final Salary | |
| Supervisor's Name/Title | Hrs. worked per week | |
| Firm Name (Department) | From: Mo/Yr | Title |
| Street | To: Mo/Yr | Duties |
| City, State, Zip Code | Starting Salary | |
| Telephone (include area code) | Final Salary | |
| Supervisor's Name/Title | Hrs. worked per week | |
| Firm Name (Department) | From: Mo/Yr | Title |
| Street | To: Mo/Yr | Duties |
| City, State, Zip Code | Starting Salary | |
| Telephone (include area code) | Final Salary | |
| Supervisor's Name/Title | Hrs. worked per week | |

G. REFERENCES - Please list at least three persons not related to you who are familiar with your work competencies.

| Name/Profession | Phone #/Contact Info | Business/Relationship to you | Years Known |
|-----------------|----------------------|------------------------------|-------------|
| | | | |
| | | | |
| | | | |

I hereby certify that the facts set forth on this application are true and complete. I hereby authorize Iowa School for the Deaf to check my past work experience and to review educational transcript materials. I authorize any reference source to provide any and all information concerning my previous record and any pertinent information they may have and I release all parties from liability for any damage that may result from furnishing information to you. I understand that false statements or omission of information on this application shall be considered sufficient cause for dismissal from employment at ISD, should I be hired, and shall void any consideration for employment. I further understand that, if offered a position, I must complete pre-employment processing which will include: reference checks, child and adult abuse registry checks, criminal background checks, motor vehicle record checks, and submission of documents which verify my eligibility to work in this country. I further understand that if the position for which I am applying requires a commercial driver's license, Iowa School for the Deaf may require that I submit to pre-employment drug testing as mandated by Federal Department of Transportation regulations.

Sign here in ink: _____ Date _____

Applicant Data Record – Optional Information

Equal employment Opportunity Information:

Completing the Equal Employment Opportunity information is voluntary. The information is used to assist us in our affirmative action efforts in compliance with federal regulations. Refusal to submit this information will not adversely reflect on your application for employment. Thank you for your assistance.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for employment.

DATE

NAME

POSITION FOR WHICH YOU ARE APPLYING

RACE/ETHNICITY

1. HISPANICS of any race: Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race
2. AMERICAN INDIAN OR ALASKAN NATIVE: Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
3. ASIAN: Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example: China, Japan, and Korea.
4. BLACK, OR AFRICAN AMERICAN: Persons having origins in any of the Black racial groups of Africa.
5. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER Persons having origins in any of the original peoples of the Pacific Islands. This area includes, for example: the Philippine Islands and Samoa.
6. WHITE: Persons having origins in any of the original people of Europe, North Africa, or the Middle East.
7. TWO OR MORE RACES

DISABLED PERSON:

YES

NO

GENDER:

MALE

FEMALE

Please check referral source and specify:

Advertisement

Friend

Relative

Employment Agency

ISD webpage

Other

All veterans please read the back of this page for information related to hiring preferences for veterans.

Veteran Information

To be eligible for veteran's points, you must be a citizen and resident of Iowa.

Are you a citizen and resident of Iowa? Yes No

Veteran's Status:

Not a Veteran Veteran Disabled Veteran

If you are a veteran of the United States Armed Forces with an honorable discharge, you may qualify for veteran points. Upon presentation of Form DD214, the school gives veteran's preference points as required by law to qualified disabled veterans and veterans with an honorable discharge who served during specified periods. The periods are:

1. Persian Gulf Conflict Service, August 2, 1990 - no ending date yet established.
2. Lebanon, Grenada, and Panama, - based on award of Armed Forces Expeditionary medal
3. Vietnam Era - August 5, 1964 - May 7, 1975
4. Korea - June 25, 1950 - January 31, 1955
5. World War II - December 7, 1941 - December 31, 1946

Applicants wishing to receive a 10-point preference based on a service-connected disability must submit a "10-Point Preference" letter issued by the Veterans Administration and dated within the last 12 months. Persons receiving a Purple Heart award must submit a copy of an official document from the Veterans Administration or Defense Department as proof to have 10 points added to their final score.

Persons who served on active duty for training purposes only, such as active reservists who served six months, are not eligible for veteran's preference unless they were discharged for a service-connected disability.

Veteran's Points

(Merit Positions Only)

To claim five veteran's points, you must submit proof of service (such as DD-214) that includes the date of induction, date of honorable separation and social security number. This will be kept as long as you are an active applicant, so send a photocopy only. Veterans who wish to claim an additional five points for a service connected disability must also submit proof of disability from the Veteran's Administration dated within the last 12 months and then update it every 12 months thereafter to verify continued eligibility. If your name has been changed from that listed on your separation document, print it at the top of the document as it appears on this application. To be eligible for veteran's points, you must be a citizen and resident of Iowa.

Veteran's Preference Law (Code of Iowa - Chapter 70)

(Non-Merit Positions Only)

Applicants who were honorably discharged from the military of the United States, were involved in any war which the United States was or is now engaged, and is a citizen and resident of the state of Iowa, shall be entitled to preference in appointment and employment over other applicants of no greater qualifications. Obligation of verification lies with the applicant.