West Central Community Schools
305 Pember Street
PO Box 54
Maynard, IA 50655
Phone: 563-637-2283 Fax: 563-637-2294
www.westcentral.school

APPLICATION FORM

Non-Teaching Position

Position for which you are applying: (circle)

Associate/Paraeducator
Secretary
Bus Driver
Food Service
Custodial
Other: _____

A. PERSONAL INFORMATION

Name _____
(last name) (first name) (middle initial)

Home Address_____

City, State, Zip_____

Personal Phone_____ Email Address_____

SS #_____-_____-_____ (For Bus Drivers), Driver's License # _____-_____-_____

Date Application Submitted_____

B. CURRENT POSITION

Present Title_____ Since_____

Employer_____

Employer Address_____

City, State, Zip_____

Present Salary/Wage $_____

C. EDUCATIONAL BACKGROUND– Please list your education, beginning with your high school diploma:

Name/Location of Institution	Year(s)	Degree	Major

D. WORK EXPERIENCE– Please list work experience, beginning with your current job:

Position	Employer	City and State	Specific Years Employed

(Please explain any gaps in employment below–if any.)

E. REFERENCES– Please list four individuals who are very familiar with your professional work and who may be contacted.

Name of Individual	
Official Position	
Business Phone	
Personal Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Personal Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Personal Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Personal Phone	
Email Address	

F. BACKGROUND INFORMATION– If you answer "yes" to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved:

1. Have you ever been convicted of a violation of law other than a minor traffic violation? (The term "conviction" includes any conviction, a guilty plea, a plea of nolo contendere or finding of guilt by jury or judge.) _____Yes _____No
2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job? _____Yes _____No
3. Have you ever had your driving license suspended? (for Bus Drivers) _____Yes _____No
4. Have you ever had a founded report of child abuse made against you?_____Yes_____No
5. Has there been any incident that could affect your ability to work in this District? ____Yes____No

G. AUTHORIZATION -- Please read carefully and then sign your name if you agree to the terms of this understanding.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the District discovers the violation of its policy regarding application form dishonesty.

_____ _____

Signature of Applicant Date

H. APPLICATION INFORMATION

1. All application materials should be returned to:

West Central Community Schools
P.O. Box 54
305 Pember Street
Maynard, Iowa 50655

2. Screening for this position will continue until the position is filled.

THE WEST CENTRAL COMMUNITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER, THE DISTRICT DOES NOT DISCRIMINATE BASED ON GENDER, RACE, NATIONAL ORIGIN, RELIGION, CREED, AGE, MARITAL STATUS, SEXUAL ORIENTATION, OR DISABILITY.