



West Lyon Community School District Employment Application

Application Date: _____

Date Available: _____

Position(s) for which applying: _____

Name: _____

Current Address: _____

Phone: _____

Email Address: _____

Are you a U.S. Citizen? Yes No

Are you legally eligible to work in the United States? Yes No

Have you ever worked for the district? Yes No If yes, when? _____

EDUCATION

High School Attended	Location	Dates Attended	Did you graduate?
College/Location	Degree Major/Minors	Dates Attended	Did you graduate?

PRIOR EMPLOYMENT *(Begin with current/most recent. You may include paid or volunteer work history.)*

Employer 1: _____

Address: _____

Supervisor Name: _____

Phone: _____

Position: _____

Duties and Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contract your previous employer? Yes No

Employer 2: _____

Address: _____

Supervisor Name: _____ Phone: _____

Position: _____

Duties and Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contract your previous employer? Yes No

Employer 3: _____

Address: _____

Supervisor Name: _____ Phone: _____

Position: _____

Duties and Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contract your previous employer? Yes No

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

REFERENCES *(Please list at least three who are not relatives or past supervisors)*

Name/Position	Employer & Address	Work and/or Home Phone

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? Yes No
(DUI and DWI convictions are not minor and must be reported.)

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:

***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.

Are you able to perform, with or without reasonable accommodation, the essential job functions required of this position? Yes No

If no, please explain:

For Bus Driver applicants only – please skip if you are applying for a position other than bus driver.

Do you have a valid driver’s license?	Yes	No
Do you have a “B” or “C” type CDL?	Yes*	No
*If yes, do you have a passenger endorsement?	Yes	No

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 _____

It is the policy of the West Lyon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the contact the Superintendent, West Lyon CSD, 1787 182nd Street, Inwood, IA 51240, (712) 753-4917 or superintendent@wlvildcats.org.