

WACO COMMUNITY SCHOOLS

APPLICATION FOR EMPLOYMENT  
NON-CERTIFIED

706 N. Pearl • Wayland, Iowa 52654 • 319/256-6201 • Fax 319/256-6213

PLEASE PRINT

Position(s) Applied for \_\_\_\_\_ Date of Application \_\_\_ / \_\_\_ / \_\_\_

Name \_\_\_\_\_  
Last First Middle

Other Name(s) Used for Employment \_\_\_\_\_

Current Address \_\_\_\_\_  
Street City State Zip

Home Telephone ( ) \_\_\_\_\_ Social Security No. \_\_\_\_\_

Work Telephone ( ) \_\_\_\_\_

If you are under 18, can you furnish a work permit?

Yes \_\_\_ No \_\_\_

Have you ever been employed here before?

Yes \_\_\_ No \_\_\_

Are you legally eligible for employment in this country?

Yes \_\_\_ No \_\_\_

Date available for work \_\_\_\_\_

(Proof of U.S. citizenship or immigration status will be required upon employment.)

Indicate Position(s) for which you are applying for:

Type of employment desired:

\_\_\_ Associate \_\_\_ Secretary \_\_\_ Accounting/ Business \_\_\_ Full Time Only \_\_\_ Part Time Only  
\_\_\_ Transportation \_\_\_ Food Service \_\_\_ Full or Part Time \_\_\_ Substitute  
\_\_\_ Maintenance \_\_\_ Custodial \_\_\_ Other \_\_\_\_\_

To avoid conflict of interest, do you have any relative(s) who are employees or board members in the school district? If yes, explain the relationship. \_\_\_\_\_

Estimate your total absence from work or school for the last three years and explain the reason(s) \_\_\_\_\_

Will you require any accommodation in order to perform the essential functions of the position you seek? Explain: \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_ Yes \_\_\_ No

If not, are you eligible to work in the U.S.? \_\_\_ Yes \_\_\_ No

1. Have you ever been refused tenure, reappointment or a continuing contract? No \_\_\_ Yes \_\_\_
2. Have you been convicted of criminal conduct in the past seven (7) years? No \_\_\_ Yes \_\_\_
3. Are any criminal charges or proceedings pending against you? No \_\_\_ Yes \_\_\_
4. Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child or any felony? No \_\_\_ Yes \_\_\_
5. Have you ever been convicted of a drug or alcohol related charge? No \_\_\_ Yes \_\_\_

If yes, please explain:

Driver's license number \_\_\_\_\_ State \_\_\_\_\_

# I. EMPLOYMENT INFORMATION

List your last four (4) employers, assignments or volunteer activities, including military experience. If you are employed at this time the first position listed should be your current position. Indicate DO NOT CONTACT if that is your wish.

From \_\_\_\_\_ To \_\_\_\_\_  
Employer \_\_\_\_\_ Tel.#: \_\_\_\_\_  
Job Title \_\_\_\_\_ Address \_\_\_\_\_

Immediate Supervisor and Title \_\_\_\_\_  
Summarize the nature of work performed and job responsibilities:

Reason for leaving \_\_\_\_\_  
Hourly Rate/Salary: Start \$ \_\_\_\_\_ per \_\_\_\_\_ Final \$ \_\_\_\_\_ per \_\_\_\_\_  
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From \_\_\_\_\_ To \_\_\_\_\_  
Employer \_\_\_\_\_ Tel.#: \_\_\_\_\_  
Job Title \_\_\_\_\_ Address \_\_\_\_\_

Immediate Supervisor and Title \_\_\_\_\_  
Summarize the nature of work performed and job responsibilities:

Reason for leaving \_\_\_\_\_  
Hourly Rate/Salary: Start \$ \_\_\_\_\_ per \_\_\_\_\_ Final \$ \_\_\_\_\_ per \_\_\_\_\_  
\*\*\*\*\*

From \_\_\_\_\_ To \_\_\_\_\_  
Employer \_\_\_\_\_ Tel.#: \_\_\_\_\_  
Job Title \_\_\_\_\_ Address \_\_\_\_\_

Immediate Supervisor and Title \_\_\_\_\_  
Summarize the nature of work performed and job responsibilities:

Reason for leaving \_\_\_\_\_  
Hourly Rate/Salary: Start \$ \_\_\_\_\_ per \_\_\_\_\_ Final \$ \_\_\_\_\_ per \_\_\_\_\_  
\*\*\*\*\*

From \_\_\_\_\_ To \_\_\_\_\_  
Employer \_\_\_\_\_ Tel.#: \_\_\_\_\_  
Job Title \_\_\_\_\_ Address \_\_\_\_\_

Immediate Supervisor and Title \_\_\_\_\_  
Summarize the nature of work performed and job responsibilities:

Reason for leaving \_\_\_\_\_  
Hourly Rate/Salary: Start \$ \_\_\_\_\_ per \_\_\_\_\_ Final \$ \_\_\_\_\_ per \_\_\_\_\_  
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## II. SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with the WACO Community School District or that you believe would make you a valuable employee.

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## III. EDUCATIONAL BACKGROUND

Name and Location	Years Completed	Did You Graduate?		Course of Study
High School				
College		Major	Degree	
Other/GED				

## IV. PROFESSIONAL REFERENCES

The applicant is responsible to provide the names of at least three professional reference sources including current employer if employed, or last employer if not currently employed.

	NAME OF REFERENCE	POSITION/RELATIONSHIP	MAILING ADDRESS	PHONE NUMBER
1				
2				
3				

## V. MILITARY EXPERIENCE

Branch of Service	Occupational Specialist (MDS)	Inclusive Dates	Type of Discharge

I certify that answers given herein are true and complete to the best of my knowledge. I understand that intentional false statements made on this application will eliminate me from further consideration for employment or will be grounds for dismissal. I authorize all employers previously authorized in this application to conduct or participate in any investigation of my personal background, work history and policy record as may be necessary to verify the information provided in my employment application and to determine my fitness to hold the position for which I have applied. If I am chosen for an interview I understand I may have to sign a release for former employer(s) to provide information.

Signature of Applicant \_\_\_\_\_ Dated \_\_\_\_\_

The WACO Community School District does not discriminate on the basis of race, creed, color, national origin, age, religion, socio-economic status, political affiliation, disability, or gender in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position or program for which application has been made. Questions or concerns should be address to the Superintendent of Schools. The WACO Community School District is an equal employment/affirmative action employer.

**SECRETARY/CLERK/ASSOCIATE APPLICANTS (Supp. p.1)**

**PERSONAL INFORMATION**

1. Will you require any accommodation to perform the position for which you are applying?  
Yes \_\_\_\_ No \_\_\_\_  
If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_
2. Describe your experience working with or around school age children.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Describe significant qualities and abilities you have that might make you the best person for this position.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What do you expect from the position for which you are applying?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. If you are working in a school or district office position, what do you view as your most important duty?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Describe anything about yourself that you believe is important for the district to consider when making the decision whether to hire you vs. some other applicant.  
\_\_\_\_\_  
\_\_\_\_\_

**SECRETARY/CLERK/ASSOCIATE (Supp. p.2)**

**SKILLS**

1. Typing Skills

Level of ability: Beginner \_\_ Moderate \_\_ Advanced \_\_

Rate per minute: \_\_ Accuracy \_\_\_\_

2. Computer Skills

Level of ability: Beginner \_\_ Moderate \_\_ Advanced \_\_

Word Processing Software: \_\_\_\_\_

Other Software Packages: \_\_\_\_\_

3. Other Office Equipment Skills

Accounting \_\_\_\_\_ Transcription \_\_\_\_\_

Dictation \_\_\_\_\_ Printing \_\_\_\_\_

Printing \_\_\_\_\_ Switchboard \_\_\_\_\_

Other \_\_\_\_\_

4. List other skills or abilities useful to a school:

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Please attach a resume or other information that you feel will be helpful to your application.

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

**MAINTENANCE/CUSTODIAL (Supp. p.1)**

**PERSONAL INFORMATION**

1. Will you require any accommodation to perform the position for which you are applying?

Yes \_\_\_ No \_\_\_

If yes, please describe: \_\_\_\_\_

2. Why are you interested in maintenance/custodian work for the WACO Community School District?

\_\_\_\_\_  
\_\_\_\_\_

3. Describe significant qualities and abilities you have that would make you the best person for this position.

\_\_\_\_\_  
\_\_\_\_\_

4. Describe your experience and training related to custodial and maintenance service:

\_\_\_\_\_  
\_\_\_\_\_

5. Describe any special skills or training you have related to this position:

\_\_\_\_\_  
\_\_\_\_\_

6. Describe any special skills that you have as a plumber, carpenter, painter, electrician:

\_\_\_\_\_  
\_\_\_\_\_

7. Do you have any experience firing a boiler? \_\_\_\_\_ Where?

8. Have you had any experience in establishing and organizing your own work schedule?

Explain \_\_\_\_\_

9. Do you have any experience in working with young people? (If yes, describe)

\_\_\_\_\_

**MAINTENANCE/CUSTODIAL (Supp. p.2)**

10. How do you believe that your supervisor should work with you to bring out your best performance?

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11. Describe to us anything that you believe is important that the district should consider when making the decision whether to hire you vs. some other applicant.

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Please attach a resume or other information that you feel will be helpful to your application.

Signature

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Date

**TRANSPORTATION (Supp. p.1)**

If the position you are applying for involves driving a school bus you will be required to meet all state legal requirements, including, but not limited to submitting documentation of an annual physical exam ensuring you meet all established requirements for physical fitness. (Iowa Code Section 321.375.)

1. Will you require any accommodation to perform the position for which you are applying?  
Yes \_\_\_\_ No \_\_\_\_  
If yes, please describe: \_\_\_\_\_
  
2. Describe your experience working with or around school age children.  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Describe significant qualities and abilities you have that would make you the best person for this position.  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Describe your record as a driver including violations of the law:  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Describe your experience driving buses or trucks:  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Do you have a valid class B CDL? \_\_\_\_ Expiration: \_\_\_\_\_  
Have you completed a Dept. of Ed. approved course for school bus drivers? \_\_\_\_\_  
If so date: \_\_\_\_\_
  
7. Have you had any accidents in the last five years? \_\_\_\_ If yes, describe each incident, amount of damage, when each occurred, where each occurred and the names of other parties involved:  
\_\_\_\_\_  
\_\_\_\_\_

**TRANSPORTATION (Supp. p.2)**

8. Why are you interested in being a bus driver for the WACO Community School District?

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9. In what ways do you believe you can relate positively to youth? (explain)

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10. How do you believe that your supervisor should work with you to bring out your best performance?

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11. Describe to us anything that you believe is important for the district to consider when making the decision whether to hire you vs. some other applicant.

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Please attach a resume or other information that you feel will be helpful to your application.

Signature

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Date

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# FOOD SERVICE (Supp. p.1)

Food Service employees are required to provide annual medical certification of their ability to perform physical requirements of the position and freedom from contagious diseases.

1. Will you require any accommodation to perform the position for which you are applying?  
Yes \_\_\_\_ No \_\_\_\_  
If yes, please describe: \_\_\_\_\_
  
2. Describe your experience working with or around school age children.  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Describe significant qualities and abilities you have that would make you the best person for this position.  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Describe your training related to food preparation and service:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Manual dexterity and the ability to follow written and oral directions are important qualities for all positions in Food Services. Please give examples indicative of your abilities in these areas.  
\_\_\_\_\_  
\_\_\_\_\_
  
6. What do you feel are your greatest strengths?  
\_\_\_\_\_  
\_\_\_\_\_
  
7. What are your most important reasons for wanting to be in school food service?  
\_\_\_\_\_

**FOOD SERVICE (Supp. p.2)**

8. How do you believe that your supervisor should work with you to bring out your best performance?

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9. Describe anything that you believe is important for the district to consider when making the decision whether to hire you vs. some other applicant.

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Please attach a resume or other information that you feel will be helpful to your application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date