



**Educational and Professional Training (List chronologically)**

Level Education	Name of School/University	City/State	Total Semester Hours	Field of Study	Type of Degree	Grad Year	Dates of Attendance From...To
High School							
College or University							

**Work Experience (List chronologically and attach a sheet if necessary.)**

Employer	City/County	State	Kind of Work	Dates of Employment Dates	Personnel Use

**Military Experience**

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

Please list areas in which you are certified (if any): \_\_\_\_\_

**GENERAL INFORMATION**

Month, day and year available for employment \_\_\_\_\_ Are you under contract? No  Yes

If yes, where? \_\_\_\_\_ Present position \_\_\_\_\_

If presently employed, why do you wish to change? \_\_\_\_\_

If under contract, what type: Annual/Probationary \_\_\_\_\_ Other \_\_\_\_\_ Explain \_\_\_\_\_ Continuing/Tenure \_\_\_\_\_

If under contract, have you checked and can you be released if you are offered another position? No  Yes

If not under contract now, have you ever held a continuing contract in Iowa? No  Yes

If yes, cite school district(s) and date(s): \_\_\_\_\_

Referral Source: Advertisement/Posting \_\_\_\_\_ Employee \_\_\_\_\_ Friend \_\_\_\_\_ Other \_\_\_\_\_ (Explain) \_\_\_\_\_

Have you ever been discharged or requested to resign from a position? (if yes, explain) \_\_\_\_\_ No  Yes

Have you ever been convicted of a violation of law other than a minor traffic violation? (if yes, explain) \_\_\_\_\_ No  Yes

Have you ever had a certificate or license revoked or suspended (if yes, explain) \_\_\_\_\_ No  Yes

Are there any criminal charges or proceedings pending against you? (if yes, explain) \_\_\_\_\_ No  Yes

Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse or rape of a child? (if yes, explain) \_\_\_\_\_ No  Yes

**REFERENCES**

It is the applicant’s responsibility to have the following information provided to the Mason City School District in order to be considered for employment:

- A. The names of at least three reference sources must be provided and must include current employment if employed.
- B. Applicants with work experience must provide recommendations from previous supervisors, principals and or/superintendents from all contracted educational/work experiences within the past three years. If experience was not within the past three years, provide references from last contracted/work experience.
- C. As indicated above  a Placement file is being sent, AND  references are listed below:

Name of Reference	Position/Relationship	Mailing Address	Phone Number

**HONORS, ACTIVITIES, COMMUNITY INVOLVEMENT**

Activity	Date	Honor	Date

**OTHER INFORMATION**

Do you speak any languages other than English? Please list and rate level of fluency \_\_\_\_\_

To avoid conflict of interest, list any local school board member or employee relative(s) in the school district and cite relationship: \_\_\_\_\_

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

**GENERAL INFORMATION--ADDITIONAL REMARKS AND/OR EXPLANATIONS** (attach sheet if needed)

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

# **DISCRIMINATION COMPLAINT PROCEDURE**

**To: Applicants for Employment with the Mason City Community School District**

**Subject: DISCRIMINATION COMPLAINT PROCEDURE**

The Mason City Community School District prohibits discrimination based on age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, gender identity or disability in educational and employment programs and activities. Further the Board of Education affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment. For information regarding procedures for discrimination complaints, contact the Superintendent's office at 1515 South Pennsylvania Avenue, Mason City, Iowa 50401, phone (641) 421-4400.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, creed, gender, sexual orientation, national origin, religion, age or disability of the individual or individuals or creates and intimidating, hostile or demeaning environment for education. Complaints of harassment filed against students, employees or adults may be filed with the District's Compliance Officer at (641) 421-4400.

Human Resources Management

Voluntary Pre-Employment Information Form

Qualified applicants are considered for employment, and employees are treated during employment, without regard to race, color, religion, sex, national origin, age or disability.

To help us comply with Federal/State equal employment opportunity record keeping, reporting and other legal requirements, we are inviting you to complete the following information. Your participation in this matter is strictly voluntary.

This Pre-Employment Information Form will be kept in a Confidential File separate from your Application for Employment.

Date: \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Referred by: \_\_\_\_\_

Name (print) \_\_\_\_\_ Phone No. \_\_\_\_\_
Last First Middle

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

Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Race/Ethnic Group:

- White
Black or African American
Latino or Hispanic
Native Hawaiian or Pacific Islander
American Indian/Alaskan Native
Asian
Two or more races

Gender

Male [ ] Female [ ]

Disabled

Yes [ ] No [ ]

# **DRUG-FREE WORKPLACE ACT OF 1988**

## **NOTICE TO EMPLOYEES**

The Mason City Community School District is subject to the Drug-Free Workplace Act of 1988, Public Law 100-690.

The Mason City Community School District is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance by any employee in the workplace is prohibited. (A “controlled substance” within the meaning of this statement means any controlled substance in schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined in federal regulations found at 12 CFR 1308.11.) Any violation of this prohibition will result in discipline up to and including discharge.

As required by federal law, it is a condition of continued employment that:

1. Any employee who is convicted of any criminal drug statute violation for conduct in the workplace is required to notify the Supervisor of this fact no later than three (3) days after such conviction. (a “conviction” means a finding of guilt, including a plea of “nolo contendere” of the imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of federal or state criminal drug statutes.)
2. Each employee abide by the terms of this statement.

Federal law requires the Mason City Community School District to notify the federal government of any conviction in violation of our policy.

Federal law further requires the Mason City Community School District to impose sanctions—which may include discharge for any violation of the provisions of this notice or policy.

### **RECEIPT**

I acknowledge receipt of the forgoing “Notice to Employees” concerning the Drug-Free Workplace Act. I acknowledge that I have read, understand and will comply with the policy. I further acknowledge that nothing in the policy is intended, nor shall it be construed as a change in the “at will” nature of my employment.

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Date

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Signature