**NON-CERTIFIED**

**APPLICATION**

**PACKET**

**NOTE: A self-explanatory packet, instructions on how to complete the packet is enclosed.**

**Grinnell-Newburg Community School District**

**NON-CERTIFIED POSITION INFORMATION**

**Thank you for your interest in working for the Grinnell-Newburg Schools. Following are the requirements for non-certified positions in our school district.**

1. **Application Form**

**Please complete the attached Application and submit it to the Superintendent’s office. Office hours are 7:30 a.m. to 4:00 p.m. Monday through Friday.**

1. **Authorization Forms for Background and Child Abuse**

**Employment is based upon a satisfactory completion of the background and child abuse check. This is a four-page document and is included in this packet. Area’s to be completed are indicated.**

**3. If an interview is required for the position, the following information will be explained during the interview: hours, what school building, rate of pay and employee start date.**

**4. If you are hired, before employment begins, the central office will send you a packet that includes payroll papers and instructions for the VeriTime system (electronic time sheet) and the AESOP system (electronic leave system).**

**5. Bloodborne Pathogens Training Certificate**

**If you have had this training within the past year and can provide the Superintendent’s office with a copy of your completed certificate, it will not be necessary to take this training at this time. If you need to renew the certification or take the class for the first time, please see the**

**attached sheet for on-line access information.**

**We sincerely appreciate your interest and if we can be of further assistance, please let us know**

**Grinnell-Newburg School District**

**1333 Sunset St**

**Grinnell, IA 50112**

**Telephone: 641-236-2700**

**Web site: [www.grinnell-k12.org](http://www.grinnell-k12.org)**

**GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT**

1333 Sunset Street Grinnell, IA 50112

641/236-2700

 **GENERAL APPLICATION FORM and APPLICANT STATEMENT (PLEASE PRINT)**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Top of Form**

**Check position/positions desired:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | FT/PT Para |  | FT/PT Cook |  | PT Bus Driver |  | FT/PT Custodian |
|  | Secretary |  | Library |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sub Nurse |  | Sub Library |  | Sub Custodian |  | Sub Bus Driver |
|  | Sub Cook |  | Sub Para |  | Sub Secretary |  |  |

School Preferences: Fairview Bailey Park Davis Middle School High School

Bottom of Form

Education: Yes \_\_\_\_ No \_\_\_\_ High School Attended(Name/City/State)

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

Highest Grade Completed \_\_\_\_\_\_ Graduated Yes \_\_\_\_ No \_\_\_\_ If Yes, what year \_\_\_\_\_\_\_\_\_\_\_

**Post High School Training Name of Institution, Location, Years, Degree :**

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

**What are the background training, skills, and experiences that qualify you for this position?:**

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

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**Work Experience - List current position first**:

Employer City Position Dates to & from Salary

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

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**Please list three (3) work references**:

Name Phone Company name City

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

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Service: Have you been in the military service of the United States? Yes\_\_\_\_ No\_\_\_\_

 If yes, what branch of service? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Did you receive an honorable discharge? Yes\_\_\_\_ No\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Dates you are available for work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate salary expected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why are you seeking employment with Grinnell-Newburg Schools? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**THIS APPLICATION WILL BE RETAINED FOR TWELVE MONTHS.**

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**APPLICANT STATEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby certify that all information provided by me in connection with my application is true, accurate, and complete. I understand that any false, inaccurate, incomplete, omitted, or misleading information provided on this application, or on any other documents submitted in connection with this application, shall be cause for refusal to hire, or if the applicant has been hired, for immediate termination.

I understand that employment with the Grinnell-Newburg Community School District is contingent upon the satisfactory completion of a criminal and child/abuse/neglect record check. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, if the applicant has been hired.

Your signature authorizes the Grinnell-Newburg Community School District to contact current and past associates and obtain necessary information for employment

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

 Applicant/Employee

6.23.06

**ONLY BUS DRIVER APPLICANTS NEED TO COMPLETE THE FOLLOWING SECTION**

Has your driver’s license ever been suspended or revoked? Yes \_\_\_\_ No \_\_\_\_

If Yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The Grinnell-Newburg Community School District is an Equal Employment Opportunity / Affirmative Action Employer.

\applicant gen app. and statement form