

Application for Classified Position



Linn-Mar Community Schools

3333 North 10th Street

Marion, IA 52302

(319) 447-3000

www.linnmar.k12.ia.us

<p>For Office Use Only</p> <p>Date Activated: _____</p>
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I. Personal Information

Name: _____
(Last) (First) (Middle) Social Security Number

Address: Present _____
(No. & Street) (City) (State) (Zip Code)

(Area Code / Telephone No.) **Until** _____

Permanent _____
(No. & Street) (City) (State) (Zip Code)

(Area Code / Telephone No.)

Veteran Status: Military Service: yes no Dates of Service: _____

Affirmative Action Plan:
 I wish to have my application included in a group of minority or underrepresented candidates: yes no

Confidentiality:
 I wish to have my application materials remain confidential: yes no

II. Employment Information

Mark the area(s) in which you seek assignment.	Check () Your skills	Self-rate your skills from 1 - 3. (3-high; 1-low)
_____ Secretarial / Clerical	_____ Shorthand	_____
_____ Educational Assistant	_____ Keyboarding (wpm _____)	_____
_____ Switchboard	_____ Duplicating Equip.	_____
_____ Bookkeeping	_____ Audio-Visual Equip.	_____
_____ Health Assistant	_____ Bookkeeping / Accounting	_____
_____ Food Service	_____ Adding Machine	_____
_____ Maintenance	_____ Telephone Switchboard	_____
_____ Custodial	_____ FAX	_____
_____ Bus Driver	_____ Dictation Equip. (type: _____)	_____
_____ Print Dept.	_____ Word Processing (software: _____)	_____
_____ Student Supervisor	_____ Database (software: _____)	_____
_____ Community Relations	_____ Spreadsheet (software: _____)	_____
_____ Volunteer Coordinator	_____ Carpentry / Woodworking	_____
_____ Other _____	_____ Electrical Wiring	_____
	_____ Plumbing	_____
Co-curricular	_____ Welding	_____
_____ Drama Related	_____ Grounds / Landscaping	_____
_____ specify _____	_____ General Maintenance	_____
_____ Speech Related	_____ Cleaning Equipment	_____
_____ Athletics (list sports)	_____ Offset Press	_____
_____	_____ Print Graphics	_____
_____	_____ Other (be specific) _____	_____
Other _____		_____

III. Work Experience

(Begin with most recent and list ALL experience in chronological order.)

Name & Address of Employer	Name and Phone No. of Immediate Supervisor	Nature of Your Job	Hourly Salary		Dates	
			From	To	From	To
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Reason for leaving:

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Reason for leaving:

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Reason for leaving:

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Reason for leaving:

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Reason for leaving:

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Reason for leaving:

* If you are applying for a position as an Educational Assistant, Health Assistant and/or Student Supervisor, be sure to include work experience related to working with children or adolescents.

IV. Educational Preparation

School	Location	Did you graduate?		Dates Attended
		Yes	No	
High School				
High School				
Other				
Other				

V. References

List five references. These should be persons who can address specifically your qualifications for the assignment(s) and skills you indicated in II., Employment Information. Do not repeat persons named in III., Work Experience.

Name	Position	Company/Institution	Phone
			() —
			() —
			() —
			() —
			() —

VI. Miscellaneous

What co-curricular activities are you willing to sponsor? If you are willing to coach co-curricular athletic activities, please list the specific sports and fill out the “Application for Linn-Mar Athletic Coaching Assignment.”

Return this application to:

**Office of Human Resources
Linn-Mar Community Schools
3333 North 10th Street
Marion, IA 52302
(319) 447-3004**

In order to be complete, your application must include a letter stating the position for which you are applying. Your application will remain active for one year.

If you are offered a contract in the Linn-Mar District, verification of identity, physical health, and work eligibility will be required. A co-curricular assignment in athletics will require appropriate licensing. Bus drivers are required to participate in drug/alcohol testing; criminal and driving record will be checked.

APPLICANT AFFIRMATIVE ACTION INFORMATION

We seek your assistance in helping the Linn-Mar Community School District to comply with its Affirmative Action Program in accordance with State law. As an applicant for a position with the district, we would like you to complete this form.

We wish to advise you that the information requested will **not** be used for discriminatory purposes. It will **not** be available to administrators when applications are being considered and will be kept separate from your application and used for required Affirmative Action record purposes only.

COMPLETION OF THIS FORM IS VOLUNTARY, AND YOU MAY CHOOSE NOT TO RESPOND!

Thank you for your assistance.

Position(s) you are applying for: _____

Sex: Male _____ Female _____

Birthdate: _____

Race: Please check one or more than one, if applicable:

- () 1. White, Not Hispanic or Latino
- () 2. Black or African-American, Not Hispanic or Latino
- () 3. Hispanic or Latino
- () 4. Asian
- () 5. Native Hawaiian or Other Pacific Islander
- () 6. American Indian or Alaskan Native
- () 7. Two or More Races

Disability: Yes _____ No _____

_____ Hearing

_____ Sight

_____ Physical

_____ Emotional

_____ Mental

_____ Other (Please specify) _____

Referral Source (please specify which newspaper, placement service, web site, etc. alerted you to an opening):

Return to: Office of Human Resources
Linn-Mar Community Schools
3333 North 10th Street
Marion, IA 52302

The Linn-Mar Community School District provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status or disability. LMCSO shall take affirmative action in recruitment, appointment, assignment, and advancement of women and men, minorities and disabled. Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to the Equity Coordinator, Linn-Mar Community School District, 3333 North 10th Street, Marion, IA, 52302. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII office of the United States Equal Employment Opportunities Commission, or the Director of the Region VII office of the United States Equal Employment Opportunities Commission, or the Director of the Region VII office of Civil Rights, United States Department of Education in Kansas City, Missouri.