

III. Educational Preparation

School	Location	Dates	Graduation	
			Degree	Year
Undergraduate				
Undergraduate				
Graduate				
Graduate				
Graduate				

IV. Professional Experience

- A. Contractual Experience (Begin with most recent and list ALL experiences in chronological order.)
Do not list substitute teaching experience unless long-term assignment.

Name & Location of School	Name, Position & Phone No. of Immediate Supervisor	Grades(s) / Subject(s)	Dates	Yearly Salary
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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:

- B. Student Teaching Experience / Supervised Internship (To be completed only if you have no contractual experience.)

Name of School	Location	Name and Phone # of Cooperating Teacher	Grade(s) / Subjects	Dates
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		() -		

V. References

List three references. These should be Superintendents, Principals, Department Chairs, Coordinators or others with whom you have recently worked within a school district or teacher education program. Do not repeat persons named in IV on the opposite page.

Name	Position	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 complete 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**

Note: Your application will not be activated until the items listed below are received. Once your file is complete, your records will be maintained for one year.

In addition to this application form, it is your responsibility to:

- Send a letter of application indicating the position for which you are applying.
- Send a photocopy of your Iowa teaching or administrative license to the Linn-Mar Office of Human Resources. If you do not have an Iowa teaching or administrative license, send a copy of your out-of-state license/certificate. (Exception: Business Manager)
- Ensure that your credential file (including references) is sent to the Linn-Mar Office of Human Resources by your college or university placement office. If you do not have a credential file, three letters of reference are required.
- Send a copy of your transcripts from each college or university attended to the Linn-Mar Office of Human Resources.
- If you are applying for a teaching position, send a one-page lesson plan for a level/subject area of your choice.

If you are offered a contract in the Linn-Mar District, verification of identity, physical health, and work eligibility will be required to validate your contract.

IMPORTANT: THIS SIGNATURE PAGE MUST BE COMPLETED AND SIGNED

Applicant Information

Have you ever been convicted of, or entered a plea regarding any criminal offense that involved inappropriate contact with, or treatment of, a minor? If your answer is yes, please explain on a separate sheet.

Yes _____ No _____

Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society in general, and which is contrary to the accepted rule of right and duty between persons, including but not limited to theft, murder, rape, swindling, and indecency with a minor. Have you ever been convicted or had a deferred judgment or a deferred sentence for any offense involving moral turpitude? If your answer is yes, please explain on a separate sheet.

Yes _____ No _____

I authorize Linn-Mar to conduct a complete criminal check regarding my background and further authorize all governmental agencies, departments, bureaus or related entities to release any and all information regarding my criminal history, if any, and also agree to prepare and sign any other form necessary to complete a criminal background check.

Yes _____ No _____

Has your teaching or administrative license ever been revoked or suspended or have you ever been otherwise disciplined, in any way, by any licensing department, agency, or entity? If your answer is yes, please explain on a separate sheet.

Yes _____ No _____

I authorize Linn-Mar to conduct work history or personal reference inquiries to determine my acceptability for employment. This includes contacting my present employer.

Yes _____ No _____

By my signature, I promise that the information provided in this employment application and accompanying resume is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify the school district if I should be convicted of a felony, or any crime involving dishonesty, mistreatment of a minor, or a breach of trust while my application is pending, or during my period of employment, if hired.

(Legal Signature of Applicant)

(Date)

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. LMCS D 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 Civil Rights, United States Department of Education in Kansas City, Missouri.

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):

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