



**APPLICATION FORM  
Non-Teaching Position**

**West Central Community School District  
Maynard, Iowa**

<http://www.w-central.k12.ia.us/>

Position for which you are applying: \_\_\_\_\_

Associate / Paraeducator  
Secretary  
Custodian  
Other \_\_\_\_\_

Food Service  
Maintenance  
Bus Driver

**A. PERSONAL INFORMATION**

Name \_\_\_\_\_  
(last name) (first name) (middle initial)

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Work Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_ Date Application Submitted \_\_\_\_\_

SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ For Bus Drivers, Driver's License # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**B. CURRENT POSITION** (please respond to each item)

Present Title \_\_\_\_\_ Since \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Present Salary / Wage \$ \_\_\_\_\_

**C. EDUCATIONAL BACKGROUND**

Please list your education, beginning with your high school diploma:

| Name/Location of Institution | Year (s) | Degree | Major |
|------------------------------|----------|--------|-------|
|                              |          |        |       |
|                              |          |        |       |
|                              |          |        |       |
|                              |          |        |       |
|                              |          |        |       |

**D. WORK EXPERIENCE**

Please list work experience, beginning with your current job.

| Position | Name of Employer | City and State | Specific Years Employed |
|----------|------------------|----------------|-------------------------|
|          |                  |                |                         |
|          |                  |                |                         |
|          |                  |                |                         |
|          |                  |                |                         |
|          |                  |                |                         |
|          |                  |                |                         |

(Please explain any gaps in employment—if any.)

**E. REFERENCES**—Please list four individuals who are very familiar with your professional work and who may be contacted.

|                    |  |
|--------------------|--|
| Name of Individual |  |
| Official Position  |  |
| Business Phone     |  |
| Home Phone         |  |
| Email Address      |  |

|                    |  |
|--------------------|--|
| Name of Individual |  |
| Official Position  |  |
| Business Phone     |  |
| Home Phone         |  |
| Email Address      |  |

|                    |  |
|--------------------|--|
| Name of Individual |  |
| Official Position  |  |
| Business Phone     |  |
| Home Phone         |  |
| Email Address      |  |

|                    |  |
|--------------------|--|
| Name of Individual |  |
| Official Position  |  |
| Business Phone     |  |
| Home Phone         |  |
| Email Address      |  |

**F. BACKGROUND INFORMATION**—If you answer “yes” to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved:

1. Have you ever been convicted of a violation of law other than a minor traffic violation? (The term “conviction” includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge.)  
 yes       no
  
2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job?  
 yes       no
  
3. Have you ever had your driving license suspended? (For Bus Drivers)  
 yes       no
  
4. Have you ever had a founded report of child abuse made against you?  
 yes       no
  
5. Has there been any incident that could affect your ability to work in this District?  
 yes       no

**G. AUTHORIZATION**—Please read carefully and then sign your name if you agree to the terms of this understanding.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the District discovers the violation of its policy regarding application form dishonesty.

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

\_\_\_\_\_  
Date

**H. APPLICATION INFORMATION**

1. All application materials should be returned to:

**West Central Community Schools  
Central Office Building  
305 Pember Street  
PO Box 54  
Maynard, Iowa 50655**

2. Screening for this position will continue until the position is filled.

THE WEST CENTRAL COMMUNITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.  
THE DISTRICT DOES NOT DISCRIMINATE BASED ON GENDER, RACE, NATIONAL ORIGIN,  
RELIGION, CREED, AGE, MARITAL STATUS, SEXUAL ORIENTATION, OR DISABILITY.