

NEW HAMPTON COMMUNITY SCHOOL DISTRICT SUBSTITUTE TEACHER EMPLOYMENT APPLICATION

Please fill in all blanks or circle yes/no. If information required is not applicable, please fill in by placing an N/A in that blank. Please make copies (keep originals) of all materials that you submit.

Application Date:		Date Available:	
Name:		Social Security #:	
Address:		City/State/Zip:	
Home Phone:		Work Phone:	

Have you applied for, or do you hold an Iowa Teacher License/Coaching Certificate or a license from another state? **Yes No** (If yes, please enclose a copy of license or list date you applied including the approvals/endorsements that your new license will include.)

Have you ever had an educational license revoked or suspended or are you currently or have ever been under investigation? **Yes No** Have you ever had a teaching contract terminated? **Yes No**

If yes, please explain (include dates):

With or without reasonable accommodation are you able to perform the essential job functions required of this position? **Yes No**

If no, please explain:

Required Information

Have you ever been charged, admitted to, plead no contest to or have been convicted of a felony or misdemeanor (excluding traffic violations)? **Yes No**

If yes, please provide date, incident, city (county)/state of charge:

Are you listed on a sex offender registry? **Yes No**

Are you listed on the Department of Human Services' Child Abuse Registry: **Yes No**

Has any civil or criminal complaint, or any other written complaints, ever been made against you relating to sexual abuse, sexual harassment or physical abuse? **Yes No**

Please explain:

Have you ever terminated your employment or had your employment terminated for reasons relating to illegal activities or allegations of sexual abuse or physical abuse? **Yes No**

Please explain:

U. S. Citizen? **Yes No** Are you legally eligible to work in the United States? **Yes No**

PLEASE NOTE: Responding "yes" to any of the previous questions is not an automatic bar to employment. The date of the offense, and the relationship between the offense and the position for which you are applying will be considered.

Education (Please list your education, starting with the most recent - place additional on back):

College/University/ High School/Attended	Location	Degree/Major/ Minor Fields	Add'l Hours	Dates Attended/ Graduated

Work Experience (List your work/qualifying experiences for the previous 10 years, starting with the most recent - place additional on a separate sheet): If the work below includes student or substitute teaching please provide the name and phone number of the supervising faculty or administrator and teacher.

Employer: Dates Employed:

Address: City/State/Zip:

Position: Supervisor's Name/Phone:

Duties/Responsibilities/Skills:
(Include extra-curricular)

Reason For Leaving:

Employer: Dates Employed:

Address: City/State/Zip:

Position: Supervisor's Name/Phone:

Duties/Responsibilities/Skills:
(Include extra-curricular)

Reason For Leaving:

Professional References (List at least three related to employment – place additional references on a separate sheet): Please include principal and superintendent for all contract teaching assignments.

Reference's Name: Phone
Work/Home:

Address: City/State/Zip:

Relationship:

Reference's Name: Phone
Work/Home:

Address: City/State/Zip:

Relationship:

Reference's Name: Phone
Work/Home:

Address: City/State/Zip:

Relationship:

I hereby certify that the above information, to the best of my knowledge, is true, accurate and complete. Any misrepresentation or willful omissions of fact shall be sufficient cause for disqualification of this application. I authorize verification of any of this information. I understand that prior to employment, a criminal background check, including the list of sex offenders and the child abuse registry will be done.

I authorize all current and former employers to release any information concerning my background.

I also understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S citizen status or their legal authorization to work in the U.S.

Signature: Date:

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the New Hampton Community School District not to illegally discriminate in its educational programs, activities or employment policies or procedures as required by Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), Title IX of the Educational Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Areas of nondiscrimination include, but are not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's **Equity Coordinator**: Donita Sweitzer, principal, New Hampton Middle School, 206 W. Main, New Hampton, Ia. 50659, ph. (641-394-2259), E-mail (d_sweitzer@new-hampton.k12.ia.us).

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of age (Employment only), color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status (students/program only), or familial status. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

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 age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

Legal
Reference: 20 U.S.C. §§ 1221 *et seq.* (1994).
20 U.S.C. §§ 1681 *et seq.* (1994).
20 U.S.C. §§ 1701 *et seq.* (1994).
29 U.S.C. § 794 (1994).
42 U.S.C. §§ 12101 *et seq.* (1994).
34 C.F.R. Pt. 100 (2002).
34 C.F.R. Pt. 104 (2002).
Iowa Code §§ 216.9; 256.11, .11A; 280.3 (2005).
281 I.A.C. 12.

Cross
Reference: 101 Educational Philosophy of the School District
401.2 Equal Employment Opportunity
500 Objectives for Equal Educational Opportunities for Students
506 Student Records

Approved December 2005 Reviewed _____ Revised May 2009