

West Des Moines Community School District APPLICATION INSTRUCTIONS

(Helpful Hint: Print instructions and application prior to completing application online. This may serve as a helpful resource while filling out application.)

Thank you for taking time to complete an application. Please follow the guidelines below to complete the necessary information.

Instructions for completing the application online:

1. Place your cursor in the area to the right of question #1 and type your answer.
2. Hit the Tab key to go to the next question.
3. Once you've completed the forms, print them and sign where required.
4. You can save the form to your desktop to access at a later time.
4. Return the completed application along with the background form to:

The Learning Resource Center
Attn: Human Resources
3550 Mills Civic Parkway
West Des Moines, IA 50265
or fax to: 515-633-5099

WORK EXPERIENCE

Date Employed (month/year)	Place of Work (include address and phone)	Supervisor's Name	Type of Work	Reason for Leaving
From: To:				
	May we contact? Yes No			
From: To:				
	May we contact? Yes No			
From: To:				
	May we contact? Yes No			
From: To:				
	May we contact? Yes No			

PROFESSIONAL REFERENCES – Please list a minimum of (3) three.

- | | | | |
|----------|--------------|-----------|--|
| 1. Name: | | Position: | |
| Firm: | Years known: | Phone: | |
| 2. Name: | | Position: | |
| Firm: | Years known: | Phone: | |
| 3. Name: | | Position: | |
| Firm: | Years known: | Phone: | |
| 4. Name: | | Position: | |
| Firm: | Years known: | Phone: | |

Are you on a sex offender registry? **Yes No** Are you on the Department of Human Services' child abuse registry? **Yes No** Have you ever been convicted of, pled guilty or nolo contendere to a misdemeanor or felony, including deferred sentences or judgments? **Yes No** If yes, please provide date, charge, description, city/state of charge:

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. Failure to disclose the above information may be considered fraud and a bar to employment.

Are you able to perform, with or without reasonable accommodation, the essential job functions required of this position? **Yes No** If no, explain:

I hereby give my former and/or current employer(s), instructors or friends permission to provide any information requested by the search committee of the West Des Moines Community School District regarding my professional competence, performance and character.

I understand that, if employed, any false statements on this application shall be considered sufficient cause for dismissal. I also understand that because of the tremendous responsibility the West Des Moines Community School District has to its students and their families, a **criminal background check, child abuse registry screening and national sex offender registry** will be conducted.

Signature of Applicant:

Date:

**WEST DES MOINES COMMUNITY SCHOOL DISTRICT
VOLUNTARY PERSONAL INFORMATION FORM**

WDMCSD is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite applicants to voluntarily complete this form. Submission of this information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Name: _____ Male _____ Female _____ Date of birth: _____

Position applied for: _____

Race/Ethnicity (check one):

- a. White (not Hispanic or Latino)
- b. Black or African-American (not Hispanic or Latino)
- c. Hispanic or Latino
- d. Asian (not Hispanic or Latino)
- e. Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)
- f. American Indian or Alaskan Native (not Hispanic or Latino)
- g. Two or More Races

Veteran Status (See definition on the next sheet):

- a. Yes
- b. No

Source(s) from which you learned of this vacancy:

- a. Personal contact:
- b. Job announcements posted in WDMCSD (building):
- c. WDMCSD website:
- d. Newspaper ad (name of newspaper):
- e. Professional meeting/organization (name):
- f. Other website:

Definition of the Term "Veteran"

as defined in Iowa Code Section 35.1(2), Iowa Code Chapter 35C
Vietnam Era Veterans Readjustment Assistance Act
State Veteran's Preference Law

2. a. "Veteran" means a resident of this state who served in the armed forces of the United States at any time during the following dates and who was discharged under honorable conditions:

- (1) Persian Gulf Conflict from August 2, 1990, through the date the president or the Congress of the United States declares a cessation of hostilities. However, if the United States Congress enacts a date different from August 2, 1990, as the beginning of the Persian Gulf Conflict for purposes of determining whether a veteran is entitled to receive military benefits as a veteran of the Persian Gulf Conflict, that date shall be substituted for August 2, 1990.
- (2) Panama service from December 20, 1989, through January 31, 1990.
- (3) Lebanon or Grenada service from August 24, 1982, through July 31, 1984.
- (4) Vietnam Conflict from February 28, 1961, through May 7, 1975.
- (5) Korean Conflict from June 25, 1950, through January 31, 1955.
- (6) World War II from December 7, 1941, through December 31, 1946.
- (7) China service with navy and marines from 1937 through 1939.
- (8) Yangtze service with navy and marines in Shanghai or in the Yangtze valley from 1926 through 1927 and 1930 through 1932.
- (9) Second Nicaragua campaign with marines or navy in Nicaragua or combatant ships from 1926 through 1933.
- (10) Second Haitian suppression of insurrections from 1919 through 1920.
- (11) American expeditionary forces in Siberia from November 12, 1918, through April 30, 1920.
- (12) Occupation of Germany from November 12, 1918, through July 11, 1923.
- (13) World War I from April 6, 1917, through November 11, 1918.

b. "Veteran" includes the following persons:

- (1) Former members of the reserve forces of the United States who served at least twenty years in the reserve forces and who were discharged under honorable conditions. However, a member of the reserve forces of the United States who completed a minimum aggregate of ninety days of active federal service, other than training, and was discharged under honorable conditions, or was retired under Title X of the United States Code shall be included as a veteran.
- (2) Former members of the Iowa National Guard who served at least twenty years in the Iowa National Guard and who were discharged under honorable conditions. However, a member of the Iowa National Guard who was activated for federal duty, other than training, for a minimum aggregate of ninety days, and was discharged under honorable conditions or was retired under Title X of the United States Code shall be included as a veteran.
- (3) Former members of the active, oceangoing merchant marines who served during World War II at any time between December 7, 1941, and December 31, 1946, both dates inclusive, who were discharged under honorable conditions.
- (4) Former members of the women's air force service pilots and other persons who have been conferred veterans status based on their civilian duties during World War II in accordance with federal Pub. No. 95-202, 38 U.S.C. § 106.
- (5) Former members of the armed forces of the United States if any portion of their term of enlistment would have occurred within the time period specified in paragraph "a", subparagraph (9), but instead opted to serve five years in the reserve forces of the United States, as allowed by federal law, and who were discharged under honorable conditions.
- (6) Members of the reserve forces of the United States who have served at least twenty years in the reserve forces and who continue to serve in the reserve forces.
- (7) Members of the Iowa National Guard who have served at least twenty years in the Iowa National Guard and who continue to serve in the Iowa National Guard.