

**West Des Moines Community School District
APPLICATION INSTRUCTIONS**

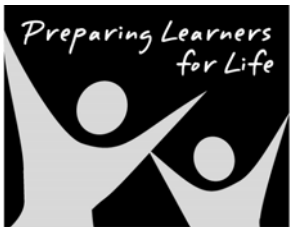
(Helpful Hint: Print instructions and application prior to completing application online. This may serve as a helpful resource while filling out application.)

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 shaded 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.
NOTE: The contents of this form **cannot** be saved, so please be prepared to complete it in its entirety at one time.
4. Return the completed items to:

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



WEST DES MOINES
COMMUNITY
S C H O O L S

Certified Substitute Application

WEST DES MOINES COMMUNITY SCHOOL DISTRICT

Learning Resource Center

3550 Mills Civic Parkway

West Des Moines, IA 50265-5556

(515) 633-5000

fax: (515) 633-5099

www.wdmcs.org

AA/EEO Employer

Tobacco Use-Free Environment

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

Present Address: _____
(Street) (City) (State) (Zip)

Primary Phone: _____ Alternate Phone: _____

E-mail Address: _____

Have you worked for the district before? Yes _____ (If yes, when) _____ No _____

Position for which you are applying: Nurse _____ Teacher _____

What grade level or subject do you prefer to teach? _____

Iowa License Folder #: _____ Certification: _____

Endorsements/Approvals: _____ Expiration Date: _____

Have you ever been refused re-appointment? Yes _____ No _____ If yes, when? _____

State reason: _____

EDUCATION

Undergraduate Studies Major: _____ Minor: _____

School	Location	Dates Attended	Credits/Degrees
High School			
College			

Graduate Studies Major: _____ Minor: _____

PROFESSIONAL EXPERIENCE/AND OTHER EMPLOYMENT

(Also, Student Teaching if new graduate)

School District/Employer: _____ Dates: _____ to _____

Address: _____ Supervisor's Name: _____

School District/Employer: _____ Dates: _____ to _____

Address: _____ Supervisor's Name: _____

School District/Employer: _____ Dates: _____ to _____

Address: _____ Supervisor's Name: _____

MILITARY SERVICE (check those that apply)

Active Duty: ____ / ____ / ____ to ____ / ____ / ____ Type of Discharge: _____ Reserve Duty

REFERENCES

Please provide four (4) references. Please list as references, supervisors named in the section of the application regarding teaching experience. You may list instructors under whom you have recently studied. Provide all information requested.

1. Name: _____ Position: _____ Work Phone: _____

Address: _____ Home Phone: _____

2. Name: _____ Position: _____ Work Phone: _____

Address: _____ Home Phone: _____

3. Name: _____ Position: _____ Work Phone: _____

Address: _____ Home Phone: _____

4. Name: _____ Position: _____ Work Phone: _____

Address: _____ Home 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 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: _____

AUTHORIZATION AND VERIFICATION

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

I hereby certify that all application statements are true and complete to the best of my knowledge, and that, if employed, false statements herein shall be sufficient cause for dismissal. I understand that before any contract becomes effective or compensation is possible, a valid **Iowa Teaching License or Nursing License** must be filed with the Associate Superintendent of Human Resources.

Pre-employment drug and alcohol testing is required for all positions. I also understand that all employees are required to have a **physical examination** as a condition of employment. I further understand that if I accept a position with the West Des Moines Community School District, these statements are to become a part of my permanent record. In addition, because of the tremendous responsibility the West Des Moines Community School District has to its students and their families, I understand that a **criminal background check, child abuse registry screening and Iowa sex offender registry** will be conducted before a candidate is approved by the district's Board of Education.

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 back side of this 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.