

**POSTVILLE COMMUNITY SCHOOL DISTRICT**  
**Application for Employment**  
*(Please Print or Type)*

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Today's Date \_\_\_\_\_

Present Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Residence Phone Number \_\_\_\_\_ Business Phone \_\_\_\_\_

Position or type of work applying for \_\_\_\_\_

Who referred you to Postville \_\_\_\_\_

Have you ever applied to or been employed by the Postville School District (list dates)

\_\_\_\_\_

Are you prevented from being lawfully employed in this country because of visa/immigration status? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you 18 years of age or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of any violation of the law (except traffic violations). \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give particulars \_\_\_\_\_  
(Conviction itself does not constitute an automatic bar to employment and will be considered only if it relates to the requirements of the job applied for.)

Are you available to work: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary

Hours available to work \_\_\_\_\_

Are you on a lay-off and subject to recall? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you travel if the job requires it? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date available to work \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Phone Number \_\_\_\_\_

Relationship \_\_\_\_\_

| Education       | Name & Location Of School | Course of Study | Years Attended | Did you Graduate? | Degree Received |
|-----------------|---------------------------|-----------------|----------------|-------------------|-----------------|
| Grade School    |                           |                 |                |                   |                 |
| High School     |                           |                 |                |                   |                 |
| College         |                           |                 |                |                   |                 |
| Graduate School |                           |                 |                |                   |                 |
| Other           |                           |                 |                |                   |                 |

Indicate any special interests, activities or hobbies in which you were active while in school.

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Service in U. S. Armed Forces (dates and branch of service).

Starting Rank \_\_\_\_\_ Discharge Rank \_\_\_\_\_

Summarize below any training or special skills acquired while in the service which would be related to the position applied for:

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Citations and Awards \_\_\_\_\_

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**An Equal Opportunity Employer  
Authority for Release of Information**

This Authority for Release of Information, or copy thereof, constitutes my consent and authorization to any person(s) duly accredited by, and representing Postville Community School District to obtain any information in your files, which is relevant to my application for employment with the Postville Community School District. With my consent and authorization, any person(s) or organization is directed to furnish such information upon request.

This authority for Release of Information is executed with full knowledge and understanding that the information is for official use only by the Postville Community School District, and that the information will be safeguarded against unauthorized disclosure to any agency or individual not having a legitimate need for it.

I hereby release any person(s) or organization, their employees, agents, and officials from any and all liability for damages of whatever kind or nature on account of compliance, or any attempts to comply, with this Authority for Release of Information.

The Postville Community School District does not discriminate based on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. The requirements not to discriminate also extend to employment therein and to admissions thereof.

Inquiries and grievances may be directed to the Affirmative Action Coordinator, Postville Community School, Post Office Box 717, Postville, Iowa, 52162, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, MO.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_

**Employment Experience**

**Start with your present or last job (including military assignments)  
and volunteer activities and any periods of unemployment.**

|   |                                     |                           |
|---|-------------------------------------|---------------------------|
| <b>Employer (List phone number and address)</b> | <b>Dates Employed<br/>(From/To)</b> | <b>Nature of Work</b>     |
| <b>Job Title and Supervisor</b>                 | <b>Hourly Rate Or Salary</b>        | <b>Reason for Leaving</b> |
| <b>Employer (List phone number and address)</b> | <b>Dates Employed<br/>(From/To)</b> | <b>Nature of Work</b>     |
| <b>Job Title and Supervisor</b>                 | <b>Hourly Rate Or Salary</b>        | <b>Reason for Leaving</b> |
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If you need additional space, please continue on a separate sheet of paper.

Indicate any of the above employers you DO NOT wish us to contact at this time.

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Special Skills & Qualifications: Summarize special skills and qualifications acquired from employment or other experiences that are related to the position applied for.

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