

CLINTON COMMUNITY SCHOOLS

1401 12th Ave. N.
Clinton, Iowa 52733-2956
(563)243-0463 FAX: (563)243-0493
www.clinton.k12.ia.us

**APPLICATION FOR
ELEMENTARY PRINCIPAL**

DATE OF APPLICATION: _____

FULL NAME: _____
Last First Middle

PRESENT ADDRESS: _____

Phone: (Home) _____ Street City, State Zip
(Work) _____

When will you be available for employment?

Do you hold a valid Iowa Administrator certificate? ____ Yes ____ No

What endorsements/approvals do you have? _____

If out-of-state, indicate which state: _____
Folder Number _____ Expiration Date _____
Type of certificate _____

Educational level as of this date: ____ B.A. ____ Specialist
____ M.A. ____ Doctorate

	Name	Major	Minor	Degree
High School				
College/University				
College/University				
College/University				

TEACHING/ADMINISTRATOR EXPERIENCE: (start with the most recent experience)

Name of School	Location	Grade/Subject	Dates

Total Years of Experience _____

EXPERIENCE OTHER THAN TEACHING: (Include any military experience)

Name of Firm/Employer	Location	Kind of Work	Dates	Number of Months

REFERENCES: (Include Superintendent under whom you are now working and other administrators)

Name	Office Phone	Cell Phone	Position

****Attach a double spaced document of approximately 500 words that describe your experiences with two of the following key initiatives of the Clinton Community School District.**

- Gradual Release of Responsibilities
- Professional Learning Communities
- Response to Intervention
- Iowa Core

1. A personal interview is required before an applicant can be recommended for hiring.
2. Approved teaching, child abuse training and health certificates are required to validate the contract.
3. Upon acceptance of contract, the applicant must provide complete, original transcripts of credits.

Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude?

_____ Yes _____ No

Misrepresentation or willful omissions may be sufficient cause for disqualification of this application or termination of employment. I hereby authorize Clinton Community Schools to conduct work history, personal reference or police record inquiries to determine my acceptability for employment.

Signature

Date

The Clinton Community School District is an affirmative action employer and provides equal opportunity in employment to all persons regardless of 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.

Return to: Human Resource Department, Clinton Community Schools, 1401 12TH Ave. N., Clinton, IA 52732

NAME: _____

DISCIPLINARY HISTORY AND BACKGROUND CHECK INFORMATION

In addition to the following information, a thorough background check may be made at the option of the Board of Education

If additional space is needed, begin your explanation here and attach additional sheets and clearly identify as Background Check and Information: A., B, C, D, and E respectively.

“Yes” answers to the following questions will not necessarily result in denial of employment. The Board will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the Board in determining your eligibility and suitability for employment. I understand that my failure to provide complete, truthful and accurate information will most likely lead to the District not hiring me and/or if I am hired terminating my employment upon the discovery of the incorrect, false or inaccurate information.

- A. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime. You must answer “YES” even if the matter was later dismissed, deferred, reversed, or vacated. If you answer “YES” you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

YES _____ NO _____

Explanation: _____

- B. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior were pending? You must answer “YES” even if the matter was later resolved with any form of settlement or severance agreement, regardless of the terms. If you answer “YES” you must provide the date of termination or resignation from employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination or resignation.

YES _____ NO _____

Explanation: _____

- C. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address and telephone numbers of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge or complaint.

YES _____ NO _____

Explanation: _____

- D. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teaching certification or otherwise) or by your current or any previous employer? If you answer "YES" you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

YES _____ NO _____

Explanation: _____

- E. Have you ever been refused tenure, reappointment or a continuing contract? YES _____ NO _____

If you answer "YES" you must provide the name, address and telephone number of the employer(s) who denied your tenure, reappointment or continuing contract.

Explanation: _____

I understand that my failure to provide complete, truthful and accurate information will most likely lead to the District not hiring me and/or if I am hired terminating my employment upon the discovery of the incorrect, false or inaccurate information.

SIGNATURE

DATE

EMPLOYMENT INFORMATION AUTHORIZATION AND RELEASE

The undersigned, _____ (hereinafter "Prospective Employee") hereby authorizes any former employer to provide information about his or her employment to the Clinton Community School District, 1401 12th Ave. N., Clinton, Iowa 52732, a prospective employer (hereinafter District), who may make such an informational request. Information to be appropriately released may include, without being limited to:

• Positions held	• Training
• Performance evaluations	• Experience
• Professional assessment of strengths, skills, abilities	• Qualifications
• Attendance record	• Professional conduct
• Criminal record	• Confirming dates of employment
• Other information pertinent to the position applied for	• Reasons for leaving employment
	• Reasons why or why not rehire

Any information acquired by the District under this authorization shall be for their confidential use only, and shall not be communicated in any way to other employers, agencies, educational institutions or any other business or organization requesting such information for any purpose. Furthermore, the District receiving such information shall use the information acquired under this authorization solely to determine the applicant's fitness for the position available or to verify credentials claimed and/or other information supplied by the applicant.

The undersigned Prospective Employee, to the extent permitted by law, hereby releases the former employer from any and all liability resulting from the release of the aforesaid information to the District. This Release covers all injuries, damages, and claims whether known or not and which may hereafter appear or develop, arising from the providing of such information as authorized above. Specifically, the undersigned agrees to discharge the former employer, its agents or employees from any and all claims resulting from or due to the release of the information arising under State Civil Rights Statutes; Title VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991; unintentional misrepresentation; any violation of a State or the Federal constitution; invasion of privacy; or any other federal or state violation or cause of action including the undersigned's individual contract and employment or applicable collective bargaining agreement, whether currently in effect or previously in effect.

PROSPECTIVE EMPLOYEE'S SIGNATURE

DATE

PRINT NAME

WITNESS'S SIGNATURE

**HUMAN RESOURCES DEPARTMENT
CLINTON COMMUNITY SCHOOL DISTRICT**

**PRE-EMPLOYMENT
INFORMATION FORM**

To help us comply with Federal/State equal employment opportunity record keeping and reporting, please complete the following voluntary information. No one involved in the hiring process will see this form, nor have information to contents, before decisions or offers for employment are made.

This Pre-Employment Information Form will be kept in a Confidential File separate from the Application for Employment.

DATE _____

Position(s) Applied For _____

Referred By _____

Name (Print) _____ Phone No. _____
Last First Middle

Address _____
Street City State Zip

Birth Date _____ Age _____

Race/Ethnic Group:

Caucasian _____ African American _____ Hispanic/Latino _____

American Indian/Alaskan Native _____ Asian/Pacific Islander _____

Gender: Male _____ Female _____

Handicapped: Yes _____ No _____

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Applicants for employment in the school district have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in employment. An applicant for employment with a complaint of discrimination based upon any of the protected classes listed in the preceding paragraph are encouraged to first discuss it with one of the Clinton Community School District Equity Coordinators:

John Jorgensen David Bloom
Equity Co-Chair Equity Co-Chair
243-9600 Ext. 50 243-9600 Ext. 39

See School Board Policy 104.R1 for more detailed information related to the grievance procedure at http://www.clinton.k12.ia.us/di_board_policies.cfm/.