



Belmond-Klemme
Community School District

Application for Employment
Non-Certified Personnel

Application Date: _____ Date Available to Begin: _____

Interested In: _____ Full Time _____ Part Time (Circle: Morning / Afternoon) _____ Substitute

Position(s) for which you are applying: _____

Other positions you would like to be considered for (circle): Food Service Para Educator Clerical Custodial

Full Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Have you ever been employed with Belmond-Klemme? _____ If so, position: _____

Dates of prior employment: From _____ To _____

Education

High School Graduated: _____ City/State: _____

College/Special Training: _____ City/State: _____

College/Special Training: _____ City/State: _____

Employment History (Please list most recent first)

Employer: _____ Employment Dates: _____

Supervisor & Contact Number: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

Employer: _____ Employment Dates: _____

Supervisor & Contact Number: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

Employer: _____ Employment Dates: _____

Supervisor & Contact Number: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

References (no relatives)

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Criminal Investigation Statement:

Are you on a sex offender registry? _____

Are you on the Department of Human Services' child abuse registry? _____

Have you ever been asked to resign from a position or received a termination notice indicating that your contract would not be renewed? _____

Have you ever been the subject of an investigation or other formal or informal proceeding resulting in disciplinary action, including verbal warning up to termination? _____

Have you ever been found guilty, accepted a guilty or Alford plea, or entered a plea of no-contest for any criminal charge? _____

If yes, please provide date, incident 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.

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 Belmond-Klemme 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 further understand that if I accept a position with the Belmond-Klemme Community School District, these statements are to become a part of my permanent record. In addition, because of the tremendous responsibility the Belmond-Klemme Community School District has to its students and their families, I understand that a criminal background check will be conducted.

I 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, if aliens, their legal authorization to work in the U.S. I understand that any offer of employment will, therefore, be contingent on my ability to produce the required documentation within the time period required by law.

Applicant's name printed: _____

Applicant's Signature: _____ Date: _____

Return to: Belmond-Klemme Community School District, 303 E. Main Street, Belmond, IA 50421

The Belmond-Klemme Community School District does not discriminate based on race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employments practices. Inquiries may be made to the Business Manager, Theresa Greenfield, BKCSd, 303 E. Main Street, Belmond, IA 50421 or Theresa.greenfield@bkcsd.org