

# WOODBURY CENTRAL COMMUNITY SCHOOL



Doug Glackin, Superintendent

Nicki Metcalf, Elem. Principal

Dan Bormann, MS/HS Principal

**WILDCATS**

Dear Applicant:

Thank you for your interest in the Woodbury Central Community School District. Enclosed is an official application form. To become an active candidate for a position in the district, follow the procedure listed below. Some of the additional information may already be in Teach Iowa. If so, you do not need to re-send with this application.

## Application Procedure

1. Write a letter of interest.
2. Complete the application form.
3. Attach your resume and forward college transcripts and three (3) letters of recommendation to this office.
4. Include a copy of your Iowa teaching/administrator certificate or documentation that you are able to obtain Iowa certification.

If you would like to send additional materials in support of your candidacy, we will be happy to consider them.

## Selection Process

1. **Initial screening:** This process is a review of all materials submitted, i.e. letter of inquiry, application, resume, and supportive materials.
2. **Interview:** The interview allows each applicant an equal opportunity to secure a position with the district.
3. **Response:** All applicants interviewed will receive a letter of response. Finalists will be offered a contract and engage in placement proceedings.

All applicants must possess an Iowa Teaching Certificate. Consideration will also be given to applicants who are in the process of securing one. Each file will remain active in our office for one year.

For further information on Iowa certification or application forms, please contact:

Bureau of Practitioner Preparation and Licensure  
 Department of Education  
 Grimes State Office Building  
 Des Moines, IA 50319  
 1-800-778-7856

Thank you again for your interest in the Woodbury Central Community School District. To review current position openings, log onto our home page at [www.woodbury-central.k12.ia.us](http://www.woodbury-central.k12.ia.us)

# State of Iowa Standard Teacher/Administrator Employment Application Woodbury Central Community School District

Application Date: \_\_\_\_\_

Date Available: \_\_\_\_\_

Position(s) for which you are applying:

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Are you available fulltime? \_\_\_\_\_ Will you consider less than fulltime?

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

U.S. Citizen? \_\_\_\_\_ Are you legally eligible to work in the United States? \_\_\_\_\_

Email address \_\_\_\_\_

Current Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Current Address:

Permanent Address \_\_\_\_\_ Permanent Phone: \_\_\_\_\_

**Post-Secondary Education:**

<u>College</u>	<u>Location</u>	<u>No. of Hours Beyond Highest Degree</u>	<u>Degree Major &amp; Minor Fields</u>	<u>Dates Attended/ Graduated</u>

• High School Attended:  
\_\_\_\_\_

• If so, which state(s)? \_\_\_\_\_  
\_\_\_\_\_

• Location:  
\_\_\_\_\_

• What certifications, endorsements  
or approvals have you achieved?  
\_\_\_\_\_

• Have you applied for your Iowa  
teacher license? \_\_\_\_\_

\_\_\_\_\_

• Do you hold a teaching license from  
another state? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Prior Employment

(begin with current/most recent):

Experienced teachers/administrators start on the following page.

\*New teachers may include other field experiences and/or paid or volunteer activities other than classroom teaching.

#### ***Student Teaching :(Beginning Teachers Only)***

School District \_\_\_\_\_

Address \_\_\_\_\_

Supervisor Name & Phone \_\_\_\_\_

Dates of experience \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Position: \_\_\_\_\_

Duties and Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Teaching :(Beginning Teachers Only)**

School District \_\_\_\_\_

Address \_\_\_\_\_

Supervisor Name & Phone \_\_\_\_\_

Dates of experience \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Position: \_\_\_\_\_

Duties and Responsibilities:

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**Employment and/or Other Experiences:**

Employer 1 \_\_\_\_\_

Address \_\_\_\_\_

Supervisor Name & Phone \_\_\_\_\_

Dates of experience \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Position: \_\_\_\_\_

Duties and Responsibilities:

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Reason for Leaving: \_\_\_\_\_

***Employment and/or Other Experiences:***

Employer 2 \_\_\_\_\_

Address \_\_\_\_\_

Supervisor Name & Phone \_\_\_\_\_

Dates of experience  / /  to  / /  Position: \_\_\_\_\_

Duties and Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

***Employment and/or Other Experiences:***

Employer 3 \_\_\_\_\_

Address \_\_\_\_\_

Supervisor Name & Phone \_\_\_\_\_

Dates of experience  / /  to  / /  Position: \_\_\_\_\_

Duties and Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employment and/or Other Experiences:**

Employer 4 \_\_\_\_\_

Address \_\_\_\_\_

Supervisor Name & Phone \_\_\_\_\_

Dates of experience / / to / / Position: \_\_\_\_\_

Duties and Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Military:**

Active Duty: / / to / /	Reserve Duty:
Branch:	Branch:
Location of Duty:	Obligation Period:
Rank at Discharge:	Times of Current Training Duty:
Type of Discharge:	

**References:** List at least three who have evaluated your teaching skills and abilities.

<u>Name</u>	<u>Employer &amp; Address</u>	<u>Position</u>	<u>Phone:</u> <u>Work /Home &amp; email</u>

• Have you previously held a licensed position in an Iowa public school district? \_\_\_\_\_

If yes, have you successfully completed a three-year probationary period? \_\_\_\_\_

Are you on a sex offender registry? \_\_\_\_\_

• Are you on the Department of Human Services' child abuse registry? \_\_\_\_\_

• Have you ever been convicted of a felony or misdemeanor (not traffic violations)? \_\_\_\_\_

• If yes, please provide date, incident, city / state of charge:

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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.

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

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## Agreement

I hereby certify that the above information, to the best of my knowledge, is true, accurate and complete. Any misrepresentation or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. I authorize verification of any of this information. I authorize all current and former employers to release any information concerning my background. I understand that this application is not a contract of employment. I also understand that if hired, regardless of any oral representation to the contrary, the employment relationship is terminable-at-will.

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



## Licensure Statement

Has your administrator license or license to teach ever been revoked or suspended or have you ever been otherwise disciplined, in any way, by any licensing department, agency or entity?

If your answer is yes, please explain on a separate sheet.

**Yes** \_\_\_\_\_      **No** \_\_\_\_\_

I agree to immediately notify the school district if I should be convicted of a felony, or any crime involving dishonesty, mistreatment of a minor, or a breach of trust while my application is pending, or during my period of employment, if hired.

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Legal Signature of Applicant

*It is the policy of the Woodbury Central Community School District not to discriminate on the basis of race, creed, color, gender, national origin, religion, age, marital status, sexual orientation, veteran status, or disability, in its educational programs, activities, or employment practices.*

*If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact Equity Director, Amy Gilbert (712) 873-3128. She will discuss the situation with you and if you wish, help you file a grievance.*

**Return application to:**

Woodbury Central Community School District  
C/o Superintendent Doug Glackin  
408 S. 4<sup>th</sup> Street  
Menville, IA 51039

## CONFIDENTIAL INFORMATION

### (Certified Application)

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

The Woodbury Central Community School District is an equal opportunity employer. We are required annually to report statistical summaries of information to the Board of Directors and the Equal Employment Opportunity Commission.  
Completion of this form is *optional*.

For our records, we ask that you complete the following information.

(Please Check)

Asian or Pacific Islander                       White, not of Hispanic origin.  
 Black, not of Hispanic origin                       Male                       Female  
 Hispanic                       Age \_\_\_\_\_  
 American Indian/Alaskan Native

Handicapping condition

*Federal law obligates an employer to provide reasonable accommodation for the known disabilities of applicants, unless doing so would pose an undue hardship on the employer.*

Veteran Status \_\_\_\_\_

Position applied for \_\_\_\_\_

From where did you learn of this position?

Professional/university placement office                       Woodbury Central CSD web site or another company sponsored web site  
 Personal contact with an employee of the Woodbury Central CSD                       Advertisement in newspaper.  
 Written correspondence with Woodbury Central CSD                      In what newspaper did you see the ad?  
 \_\_\_\_\_

In conformity with federal legislation related to the equality of persons, the Woodbury Central Community School District does not consciously discriminate in the educational programs or activities including employment therein and admission thereto.