

CENTRAL DECATUR COMMUNITY SCHOOL DISTRICT
EMPLOYMENT APPLICATION FORM FOR CLASSIFIED POSITIONS

CDCSD is an Equal Opportunity/Affirmative Action Employer

1. POSITION DESIRED

_____ Office Manager	_____ Computer Lab Paraeducator
_____ Food Service	_____ Transportation
_____ Paraeducator	_____ Maintenance (Custodial)
_____ Sponsor/Coach	_____ Substitute _____

(Indicate Department)

2. PERSONAL INFORMATION

Name _____
Last First Initial

Address _____
Street, Route, Etc. City State Zip Code

Are you 18 years of age or older? Yes No
Have you ever been convicted of a felony/crime? Yes No

Telephone Number

**3. TO BE COMPLETED BY SECRETARIAL
CLERICAL, AND PARAEDUCATOR
APPLICANTS ONLY**

_____ Typing Speed
_____ Computer Type
_____ Calculator

Indicate experience with the following:
_____ Basic Payroll Preparation
_____ Preparation of Invoices for Payment
_____ Cash Receipts
_____ Directing Children
_____ Tax Reports
_____ Community Drives
_____ First Aid
_____ Contacting Public

**4. TO BE COMPLETED BY
CUSTODIAL AND MAINTENANCE
APPLICANTS ONLY**

If you have experience or training
with any of the following indicate
by a check.

_____ Carpenter Work
_____ Plumbing _____ Roofing
_____ Cement Work _____ Electrical Work
_____ Furnace Work _____ Glazing
_____ Window Washing
_____ Grass Cutting _____ Ground Care
_____ Machine Shop
_____ Masonry Work _____ Painting
_____ Truck Driving
_____ Motor Vehicle Repair

Other Training or Skills: _____

5. TO BE COMPLETED BY BUS OR TRUCK DRIVER APPLICANTS ONLY.

_____ Driver License Number	_____ # of Years	_____ Chauffeur License Number	_____ # of Years
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Has your motor vehicle license been revoked within the past 5 years? _____
Have you been convicted of violating either a State or Federal law? _____

Experience Driving:

_____ Type of Vehicle	_____ # of Years	_____ For Whom
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Mechanical experience (Please indicate any training or experience on motor, ignition, etc. If none, so indicate): _____

Former Employment (List employers, starting with the current or most recent. Explain all gaps in time of employment.)

Company Name: _____ Job Title: _____

Address: _____
Street City State Zip

Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____ Rate of Pay: _____

Immediate Supervisor _____

Detailed Job Duties: _____

Reason for Leaving: _____

Please provide any additional information about your abilities or interest that makes you a good candidate for this position: _____

I authorize investigation of all statements contained in the application. I understand that omission or misrepresentation of facts is cause for dismissal.

Applicant's Signature Date _____

Central Decatur Community Schools
1201 NE Poplar Street
Leon, Iowa 50144
(641) 446-4816