



# Central Lyon Community School

*Serving Rock Rapids, Doon and Surrounding Area*

Our New Address:

Central Lyon Community School  
1010 S. Greene Street  
Rock Rapids, IA 51246

## **CLASSIFIED OR CERTIFIED STAFF EMPLOYMENT COVER LETTER**

It is the policy of the Central Lyon Community School District will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity or marital status in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural, racial, and sexual diversity present in the United States and the various careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity or marital status. The curriculum should foster respect and appreciation for the cultural rights, duties, and responsibilities of each individual as a member of multicultural, nonsexist society.

It is the policy of Central Lyon Community School District to provide equal educational and employment opportunities and not to illegally discriminate on the basis of race, creed, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, socioeconomic status or marital status in its educational programs, activities, or its employment and personnel policies. The District shall comply with the Iowa Veterans' Preference Law. Affirmative steps be taken to integrate students in attendance centers, programs, and classes on the basis of race, national origin, gender and disability. The Central Lyon Community School District is an EEO/AA employer

The Central Lyon Schools shall provide program activities, a curriculum and instructional resources which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles and life styles open to both men women in our society. One of the objectives of Central Lyon's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, creed, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, socioeconomic status or marital status. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of the Central Lyon Schools to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are underrepresented. A fair and supportive environment will be provided for all students and employees regardless of their race, creed, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, socioeconomic status or marital status. Harassment of a sexual nature or with demeaning intent related will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity or marital status, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to Superintendent David Ackerman, 1105 S. Story Street, P.O. Box 471, Rock Rapids, Iowa (712) 472-2664, to the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, MO. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319.

*The mission of the Central Lyon Community School District is to provide an education  
and the opportunity for all students to become productive, life-long learners.*

# Central Lyon Community School District Certified Staff Application

## General Information

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

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Are you eligible to work in the United States?    **Yes**        **No**

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

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

Current Address: \_\_\_\_\_

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

Position(s) for which you are applying: \_\_\_\_\_

Are you available full time?        **Yes**        **No**

Are you willing to consider less than full time?        **Yes**        **No**

Are you under a teaching contract for next year?        **Yes, Where?** \_\_\_\_\_ **No** \_\_\_\_\_

Have you applied for your Iowa Teacher License?        **Yes**        **IA Folder Number:** \_\_\_\_\_ **No**

Do you hold a license from another state?        **Yes, If so, which state(s)?** \_\_\_\_\_ **No**

What certifications, endorsements or approvals have you achieved (including coaching authorization)?

Have you previously held a licensed position in an Iowa public school?        **Yes**        **No**

District: \_\_\_\_\_

Have you successfully completed an official probationary period in a public school district?        **Yes**        **No**

If yes, what was the length of the probationary period? \_\_\_\_\_

Have you successfully completed a mentoring and induction program?        **Yes**        **No**

**If yes, when?** \_\_\_\_\_ **If no, have you completed:**

**One year** \_\_\_\_\_ **Two years but have been recommended for a third year** \_\_\_\_\_

**Three years and am not being recommended for a professional license** \_\_\_\_\_

**None** \_\_\_\_\_

Are you on a sex offender registry?        **Yes**        **No**

Have you ever been convicted of a felony or misdemeanor (excluding traffic violations)?        **Yes**        **No**

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.

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

## Education

Circle Highest Degree: Associates, Bachelor's, Master's, Doctorate, Other \_\_\_\_\_

High School Attended: \_\_\_\_\_ Location: \_\_\_\_\_

Have you served in the Military? **Yes** **No**

If yes, I served in these wars and/or conflicts: \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_

Degree & Major/Minor: \_\_\_\_\_

Number of Hours Beyond Highest Degree: \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_

Degree & Major/Minor: \_\_\_\_\_

Number of Hours Beyond Highest Degree: \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_

Degree & Major/Minor: \_\_\_\_\_

Number of Hours Beyond Highest Degree: \_\_\_\_\_

## Employment

School District/Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

Date Worked From: \_\_\_\_\_ Date Worked To: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

School District/Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

Date Worked From: \_\_\_\_\_ Date Worked To: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

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Duties: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

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Employer Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

Date Worked From: \_\_\_\_\_ Date Worked To: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

## Language Skills

Do you know any language other than English? **Yes** **No**

Language(s): \_\_\_\_\_

Oral Level: \_\_\_\_\_

Written Level: \_\_\_\_\_

## Reference

Reference's Name: \_\_\_\_\_

Reference's Employer & Address: \_\_\_\_\_

Reference's Position: \_\_\_\_\_

Reference's Home Phone \_\_\_\_\_ Reference's Work Phone: \_\_\_\_\_

Reference's Name: \_\_\_\_\_

Reference's Employer & Address: \_\_\_\_\_

Reference's Position: \_\_\_\_\_

Reference's Home Phone: \_\_\_\_\_ Reference's Work Phone: \_\_\_\_\_

Reference's Name: \_\_\_\_\_

Reference's Employer & Address: \_\_\_\_\_

Reference's Position: \_\_\_\_\_

Reference's Home Phone: \_\_\_\_\_ Reference's Work Phone: \_\_\_\_\_

## Application Verification

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:** \_\_\_\_\_

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**Return to:** Board Secretary, Central Lyon CSD, 1010 S. Greene St., Rock Rapids, IA 51246

