

**DES MOINES MUNICIPAL SCHOOLS
APPLICATION FOR EMPLOYMENT**

1. Date Submitted _____
2. Name _____
a. Last First Middle
b. Other names under which information may be received (transcripts, etc.)

3. Present Address _____
Street/P.O. Box _____
City State Zip Phone w/ area code

4. Permanent Address _____
Street/P.O. Box _____
City State Zip Phone w/area code

5a. **PERSONAL DATA (5a. Optional until offered a position)**

Social Security No. _____ Marital Status: _____
Date of Birth: _____ Place of Birth: _____ Number of Dependents: _____

- 5b. If offered a position, will you provide the information requested in Item #5a? _____ (yes/no)
- 5c. If offered a position, can you supply the required documentation to verify your lawful right to work in the United States? _____ (yes/no)

6. Position sought:

a. Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Substitute Teacher |
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Secretarial/Clerical |
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> Librarian | <input type="checkbox"/> Maintenance/Custodial |
| <input type="checkbox"/> Educational Assistant | <input type="checkbox"/> Bus Driver/Substitute |

b. Specific grade levels/subject areas/assignments you are qualified to perform, in order of preference.

c. Coaching/Extracurricular Activities:

d. Special Skills or Qualifications:

e. Date of Availability:

7. Scholastic Preparation

College/University or Specific Training and Address	Degree, # Semester Hours, # Training Hours	Major/Minor	GPA when A=4.0

8. Licensure Data

Type of License & No.	State of Issuance	Expiration Date	Specific Areas of Endorsements

PROFESSIONAL EXPERIENCE
(list in reverse chronological order)

9. EMPLOYER (SYSTEM OR CO.)	DATES	TOTAL MONTHS	SUBJECT OR JOB PERFORMED	TAUGHT

10. **ORGANIZATIONS – ACTIVITIES - INTERESTS**

11. **To be completed by teacher and administrative applicants only:**

In your own handwriting, write a paragraph or two on one of the following topics: (a) your philosophy of education, (b) autobiography, (c) discipline in the classroom, (d) teaching the slow learner, (e) integration of educational technology.

12. References. Include individuals familiar with your work performance and job skills.

a.	Name: _____	Position: _____
	Address: _____	Telephone No.: _____

b.	Name: _____	Position: _____
	Address: _____	Telephone No.: _____

c.	Name: _____	Position: _____
	Address: _____	Telephone No.: _____

I hereby certify that the above information furnished on this application is true and correct. Further, I agree that if any of the information is false, such shall constitute grounds for the termination of any contract of employment which might be granted to me.

Applicant's Signature

Date

Des Moines Municipal Schools is committed to the philosophy of equal opportunity/equal access in all its employments, educational programs, activities and services and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, creed, religion, age, marital or parental status, mental or physical handicapping condition.