

NON-CERTIFIED APPLICATION PACKET



NOTE: A self-explanatory packet, instructions on how to complete the packet is enclosed.



Grinnell-Newburg Community Schools

NON-CERTIFIED POSITION INFORMATION

Thank you for your interest in working for the Grinnell-Newburg Schools. Following are the requirements for non-certified positions in our school district.

1. Application Form

Please complete the attached Application and submit it to the Superintendent's office. Office hours are 7:30 a.m. to 4:00 p.m. Monday through Friday. Or email the completed packet to becky.rasmussen@grinnell-k12.org

2. Authorization Forms for Background and Child Abuse

Employment is based upon a satisfactory completion of the background and child abuse check. You will receive the background check via email from OneSource.

3. If an interview is required for the position, the following information will be explained during the interview: hours, what school building, rate of pay and employee start date.

4. If you are hired, before employment begins, the central office will send you a packet that includes payroll papers and instructions for the VeriTime system (electronic time sheet) and the AESOP system (electronic leave system).

5. Bloodborne Pathogens & Mandatory Reporter Training Certificate

If you have had this training within the past year and can provide the Superintendent's office with a copy of your completed certificate, it will not be necessary to take this training at this time. If you need to renew the certification or take the class for the first time, please see the attached sheet for on-line access information.

We sincerely appreciate your interest and if we can be of further assistance, please let us know.

Grinnell-Newburg School District
925 Broad Street
Grinnell, IA 50112
Telephone: 641-236-2700
Web site: www.grinnell-k12.org

GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT

925 Broad Street Grinnell, IA 50112
641/236-2700

GENERAL APPLICATION FORM and APPLICANT STATEMENT (PLEASE PRINT)

Name _____ Date of Application _____
Address _____ Telephone #: (____) _____
City _____ State _____ Zip _____ Cell #: (____) _____
Email Address: _____

Check position/positions desired:

<input type="checkbox"/>	FT/PT Para	<input type="checkbox"/>	FT/PT Cook	<input type="checkbox"/>	PT Bus Driver	<input type="checkbox"/>	FT/PT Custodian
<input type="checkbox"/>	Secretary	<input type="checkbox"/>	Library	<input type="checkbox"/>		<input type="checkbox"/>	

<input type="checkbox"/>	Sub Nurse	<input type="checkbox"/>	Sub Library	<input type="checkbox"/>	Sub Custodian	<input type="checkbox"/>	Sub Bus Driver
<input type="checkbox"/>	Sub Cook	<input type="checkbox"/>	Sub Para	<input type="checkbox"/>	Sub Secretary	<input type="checkbox"/>	

School Preferences: ☐ Fairview ☐ Bailey Park ☐ Davis ☐ Middle School ☐ High School

Education: Yes ____ No ____ High School Attended(Name/City/State)

Highest Grade Completed _____ Graduated Yes ____ No ____ If Yes, what year _____

Post High School Training Name of Institution, Location, Years, Degree :

What are the background training, skills, and experiences that qualify you for this position?:

_____	_____
_____	_____
_____	_____

Work Experience - List current position first:

Employer	City	Position	Dates to & from
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list three (3) work references:

Name

Phone

Company Name

City

_____	_____
_____	_____
_____	_____

Service: Have you been in the military service of the United States? Yes____ No____

If yes, what branch of service? _____

Did you receive an honorable discharge? Yes____ No____ Date _____

Have you ever been convicted of a felony? Yes____ No____

Dates you are available for work _____

Approximate salary expected _____

Why are you seeking employment with Grinnell-Newburg Schools?

THIS APPLICATION WILL BE RETAINED FOR TWELVE MONTHS.

APPLICANT STATEMENT

I, _____, hereby certify that all information provided by me in connection with my application is true, accurate, and complete. I understand that any false, inaccurate, incomplete, omitted, or misleading information provided on this application, or on any other documents submitted in connection with this application, shall be cause for refusal to hire, or if the applicant has been hired, for immediate termination.

I understand that employment with the Grinnell-Newburg Community School District is contingent upon the satisfactory completion of a criminal and child/abuse/neglect record check. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, if the applicant has been hired.

Your signature authorizes the Grinnell-Newburg Community School District to contact current and past associates and obtain necessary information for employment

Signed: _____

Applicant/Employee

Date: _____

ONLY BUS DRIVER APPLICANTS NEED TO COMPLETE THE FOLLOWING SECTION

Has your driver's license ever been suspended or revoked? Yes ____ No ____

If Yes, please explain:

The Grinnell-Newburg Community School District will not discriminate in hiring on the basis of race, ethnicity, national origin, gender, age, physical disability, sexual orientation, gender identity, religion, marital status, or status as a veteran. A bona fide religious institution may choose to exercise the allowances in Iowa Code section 216.6.(6)d. Employers may have additional developed specific equal employment opportunity policies and procedures; please check with employers.

ACCESSING COURSES ON THE AEA 267 WEBSITE

RE: Online Trainings



- 1) Access the AEA 267 website: <https://training.aealearningonline.org>
- 2) Click on 'LOGIN'
- 3) Type in your username and password and then click on LOGIN.
 - a) If you have a username and password and can login, please proceed to Step 4 to select courses to take.
 - b) If you have logged into the system before but cannot remember your username or password, please select 'Forget Your Password?'
 - c) If you **do not** have a username and password, please follow these directions to set yourself up in the system.
 - i) Click on the 'Register' button and enter the required information.
 - ii) Select 'Submit Registration Info' to continue.
 - (1) Current AEA: AEA267
 - (2) District: Grinnell
 - (3) Password: grinnellcourses1
- 4) Once you are logged into the system, select 'Course Catalog' on the top left of your screen and complete the following trainings. Continue through the prompts and use left and right arrows to navigate the trainings.
 - a) Blood Borne Pathogens
 - b) Mandatory Reporter: Child Abuse
 - c) Mandatory Reporter: Dependent Adult Abuse
- 5) Once you have completed the trainings, either print off your certificate and turn them into the District Office or email a copy to Jill Haacke at jill.haacke@grinnell-k12.org.

NOTE if you are new to Grinnell-Newburg but already have an AEA Account:

You may start your AEA online trainings at any time prior to your Central Rivers account set up.

Log into <https://training.aealearningonline.org> with your most recently used login email and password. Change your Employment District to Central Rivers using 'central rivers' as your district password. Once your Central Rivers account is set up, your email will need to be updated in the system to your Grinnell-Newburg issued email.

**Any questions or for assistance, please contact AEA Learning directly at
(515) 270-9030 ext 14702 or email support@aealearningonline.org**