

**EDWise, LLC  
APPLICATION FORM**

**SCHOOL BUSINESS OFFICIAL POSITION**

**ALTA-AURELIA COMMUNITY SCHOOL DISTRICT**

**A. PERSONAL INFORMATION** (please respond to each item)

(Last Name)	(First Name)	(Middle Initial)

Home Address
City, State, Zip

Work Address
City, State, Zip

(Home Phone)	(Work Phone)	(Cell Phone)

(Email Address)	(Date Application Submitted)

**B. CURRENT POSITION** (please respond to each item)

(Present Title)	(Current Position Held Since Which Year)

Employer
Employer Address
City, State, Zip

(K-12 Enrollment)	(Number FTE Staff—District Wide)

(Present Annual Base Salary)	(Annuity and/or other compensaton, if any)

**C. EDUCATIONAL BACKGROUND (If information is on resume, type See Resume on first line below and go to item D.)** Please list the colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent.

Name/Location of Institution	Year (s)	Degree	Major

**D. WORK EXPERIENCE (If information is on resume, type See Resume on first line below and go to any gaps section in item D, if necessary.)** Please list work experience first, beginning with your current assignment.

Position	Name of District	City and State	Specific Dates Employed

(Please explain any gaps in employment—if any.)


**E. HAVE YOU SERVED IN THE MILITARY?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**  
 If yes, which military branch? \_\_\_\_\_ **Years** \_\_\_\_\_

**F. OTHER RELEVANT EMPLOYMENT OR EXPERIENCE(S)**

Position	Employer	City and State	Specific Years Employed

**G. REFERENCES**—Please list four individuals who are very familiar with your professional work and who may be contacted (**Do not include individuals from your written references**).

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

**H. HONORS AND DISTINCTIONS**—List degrees, honors, commendations, elective or appointive offices held, or other distinctions received.


**I. NARRATIVE RESPONSE**—On a separate sheet of paper (1-2 pages total), please respond to each of the following questions:

1. Why are you interested in this position?
2. What are two or three of the most important job functions of a School Business Official as related directly to School Board and superintendent?

**J. BACKGROUND INFORMATION**—If you answer “yes” to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved:

1. Have you ever been convicted of a violation of law other than a minor traffic violation? (The term “conviction” includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge.)  
 yes       no
2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job?  
 yes       no
3. In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or a licensing board of any state?  
 yes       no
4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline?  
 yes       no
5. Has there been any incident that could negatively affect your ability to perform the School Business Official duties?  
 yes       no

**K. CURRENT EMPLOYMENT STATUS**

1. Do you currently hold a valid Iowa SBO Authorization licensure?  
 yes       no
2. Are you currently under contract for any school district next year?  
 yes       no
3. If #2 is yes, has the possibility of a contract release been discussed with your current employer?  
 yes       no
4. If you answer No to questions 1, will you be able to obtain Temporary Initial Licensure by July 1, 2022?  
 yes       no

**L. AUTHORIZATION**—Please read carefully and then sign your name if you agree to the terms.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, my own work product, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I may be subject to disciplinary action or dismissal regardless of the date on which the District discovers the violation of its policy regarding application form dishonesty.

\_\_\_\_\_  
Signature of Applicant Date

**M. ADDITIONAL AUTHORIZATION**—Please read carefully, then sign and date.

I acknowledge that the position of School Business Official is a position of public trust and I specifically authorize the Board of Directors, or its agents, with respect to this application to contact my references, to investigate my background, and to make such other inquiries as the Board in its discretion deems relevant to assess my qualifications for the position of School Business Official. I authorize former employers, my references or any other person contacted by the Board or its agents in investigating the merits of my application to disclose personnel records and appraisals of my performance or information about my qualifications for the position of School Business Official and release them from any liability for such disclosure.

I further understand that if I apply for employment with the District, the District may conduct a check of my criminal background. I agree to sign a DCI Criminal Background Check Waiver authorizing the District to obtain a check of my criminal history, and I further agree to provide all information necessary to obtain this criminal background check.

\_\_\_\_\_  
Signature of Applicant Date

**N. STATEMENT OF APPLICANT’S RIGHTS**—Please read carefully, then sign and date.

I hereby request that this application and any applicable materials be kept confidential; that all information with respect to my application be kept confidential; that my application materials and all information obtained with respect to my application be considered in closed session of the Board; and that if I am interviewed, the initial interviews and the deliberations with/of the Board with respect to my application be in closed session with the Board in order to prevent needless or irreparable injury to my reputation. Unauthorized disclosure or making such communications available for general public examination could cause irreparable injury to my reputation or could discourage my application for the position of School Business Official. However, I understand that if I am designated as a finalist, my final interview with the Board and other individuals/groups may, at the discretion of the Board, be in public. The names of finalists will be public information. I understand that my request made under this paragraph is subject to Board discretion in deciding whether to accommodate it, and that any request is also subject to and subordinate to the requirements of Iowa law.

\_\_\_\_\_  
Signature of Applicant Date

### APPLICATION INFORMATION

1. All application materials can be **mailed or emailed** to (no faxed applications will be considered):  
Dr. Paul Tedesco  
EDWise, LLC  
102 Evergreen Drive  
Alta, Iowa 51002  
  
Cell: 712-730-2248  
Email: pttedesco@gmail.com
2. Applicants, and/or their designees, are asked **not to contact members** of the Board of Education or the superintendent during the search process.
3. A complete application for the position of School Business Official for the Alta-Aurelia Community School District must include and be presented in the following order (***please do not staple, bind, or fold your application materials and print on letter size paper, one side only***):
  - a. A cover letter
  - b. Resume'
  - c. Completed and signed application form and other necessary signatures
  - d. Written response to the narrative questions
  - e. Maximum of four *recent* letters of recommendation regarding your professional work (preferably at least two from your current employer)
  - f. Photocopy of college/university transcripts
  - g. A copy of (or documented evidence of eligibility) a current Iowa School Business Official Authorization Licensure.
4. The applications and applicant names will remain confidential information except when the finalists are selected. The submitted material and names of the finalists will be available to the public. This confidentiality does not apply to applicants who are currently employed by the Alta-Aurelia Community School District, as the law does not afford them confidentiality.

#### **P. NON-DISCRIMINATION NOTICE**

EDWise, LLC DOES NOT DISCRIMINATE BASED ON GENDER IDENTITY, RACE, NATIONAL ORIGIN, COLOR, RELIGION, CREED, AGE, MARITAL STATUS, SEX, SEXUAL ORIENTATION, VETERAN STATUS OR DISABILITY.

#### **Q. NOTICE OF NON-DISCRIMINATION**

**The Alta-Aurelia Community School District will not illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment),**

**marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact: Alta-Aurelia Community School District Equity Coordinator, Mr. Scott Mitchell, 1009 S Main Street, Alta, Iowa 51002, ph# 712-200-1331**