



SCHOOL DISTRICT OF BIRCHWOOD
300 SOUTH WILSON STREET
BIRCHWOOD, WI 54817
Tel: 715-354-3471 Fax: 715-354-3469



APPLICATION FOR EMPLOYMENT

THE SCHOOL DISTRICT OF BIRCHWOOD DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, DISABILITY, SEXUAL ORIENTATION, ARREST OR CONVICTION RECORD, OR ANY OTHER LEGALLY PROTECTED STATUS.

PERSONAL INFORMATION:

Date: _____ Social Security Number: _____

Name: _____
Last First Middle

Present Address _____
Street City State/Zip

Permanent Address _____
Street City State/Zip

Telephone (Home): _____ Cell Phone: _____

Work: _____ E-Mail: _____

POSITION SOUGHT:

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Teacher Aide | <input type="checkbox"/> Substitute Teacher | <input type="checkbox"/> Coach |
| <input type="checkbox"/> Secretary/Clerical | <input type="checkbox"/> Kitchen Help/Cook | <input type="checkbox"/> Janitorial | <input type="checkbox"/> Other _____ |

EDUCATIONAL HISTORY:

Name: _____ Location: _____ Diploma (Y/N) _____

Post Secondary (most recent first)

School: _____ Location: _____ Diploma (Y/N) _____

Major: _____ Minor: _____

School: _____ Location: _____ Diploma (Y/N) _____

Major: _____ Minor: _____

Teacher Certification (if applicable) Area(s): _____ Grades: _____

Additional relevant schooling should be included on a separate sheet of paper.

STUDENT TEACHING: (for teacher applicants only)

School Name: _____ Location: _____ Grade (s) _____

Coop Teacher: _____ Phone: _____

School Name: _____ Location: _____ Grade (s) _____

Coop Teacher: _____ Phone: _____

WORK EXPERIENCE: (most recent first - attach separate sheet with listing of other relevant employment)

Position: _____ Employer: _____

Address: _____ Supervisor: _____

Reason for Leaving: _____ Dates of Employment: _____

Position: _____ Employer: _____

Address: _____ Supervisor: _____

Reason for Leaving: _____ Dates of Employment: _____

Position: _____ Employer: _____

Address: _____ Supervisor: _____

Reason for Leaving: _____ Dates of Employment: _____

REFERENCES:

Name: _____ School/Company: _____ Phone: _____

Position: _____ Address: _____

Basis of Reference (e.g. previous supervisor): _____

Name: _____ School/Company: _____ Phone: _____

Position: _____ Address: _____

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Name: _____ School/Company: _____ Phone: _____

Position: _____ Address: _____

Basis of Reference (e.g. previous supervisor): _____

BACKGROUND INFORMATION:

Are you currently employed? _____ Yes _____ No

Is your current employer aware of your application for another job? _____ Yes _____ No _____ N/A

Have you ever been investigated, disciplined, dismissed, asked to resign, or resigned from employment based in whole, or in part, because of *job-related performance factors* OR *immoral conduct*? _____ Yes _____ No

If "Yes", please provide written explanation:

Have you ever been convicted of a felony, misdemeanor or traffic related offense beyond a minor speeding ticket? _____ Yes _____ No

If "Yes", please provide written explanation:

(Payment of a fine will not be an automatic bar to employment and will be considered only as it is related to employment)

Have you ever paid a civil forfeiture or fine for a non-traffic related offense, including municipal court violations? _____ Yes _____ No

If "Yes", please provide written explanation:

(Payment of a fine will not be an automatic bar to employment and will be considered only as it is related to employment)

Do you have any charge(s) pending against you? _____ Yes _____ No

If "Yes", please provide written explanation:

(A pending charge will not be an automatic bar to employment and will be considered only as it is related to employment)

Have you ever been denied employment because of failure to pass a drug screening OR for falsification of employment records? _____ Yes _____ No

If "Yes", please provide written explanation:

An offer of employment is conditional based upon proof of eligibility to work in this country, successful background & criminal background checks, appropriate certification, passing of physical and other conditions that may be required including approval by the School Board, including favorable drug screening by a clinic selected by the District.

AUTHORIZATION

I hereby authorize investigation of all statements contained in this application or made by me during the hiring process. I understand that misrepresentation or omission of facts called for is cause for denial of employment or dismissal. The School District of Birchwood and its employees shall not be held liable if I am denied employment, or terminated following employment, if it is verified that I provided false statements and/or omitted substantive information.

I voluntarily grant the School District of Birchwood the right to investigate statements I have made in the job application process, as well as other job related information, activities and references. I also authorize any current or former employer, person, firm, corporation, school, or government agencies (including law enforcement) to disclose to the School District of Birchwood any information that is sought as part of a background check. I hereby release the School District of Birchwood, and providers of information, from liability for any damages, which may result from furnishing of this information.

Dated: _____ Applicant's Signature: _____



PERSONAL STATEMENT:

You have applied for a position in a school district that is very unique because of its size, demographics and location. How would you contribute to this being one of the best small school districts in Wisconsin?

Lined area for writing the personal statement.