

SCHOOL DISTRICT OF GREENWOOD

APPLICATION FOR EMPLOYMENT

306 W. CENTRAL AVENUE • GREENWOOD WI 54437 • PH 715-267-6101 • Fax 715-267-6113 • www.greenwood.k12.wi.us

SUPPORT STAFF POSITION

Date of Application _____

Each item on this application is important. Read and complete carefully and accurately. Please print or type. It is the responsibility of the applicant to supply this information prior to the closing date of the posted position.

GENERAL INFORMATION

Last Name		First Name		Middle Name	
Mailing Address		City		State	Zip Code
How long at this address?	Home Telephone		Work Telephone	Social Security Number	
Place of Birth (city, state, Country)			Driver's License Number & Issuing State		
Position Applying For	Yrs. of Experience	Available Start Date	Are You Under Contract? yes no	Expiration Date of Contract	

Check all that apply. ___ Full-time ___ Part-time

EDUCATION

Highest Level of Education Completed: ___ HS ___ Associate Degree ___ BA ___ MS ___ PhD

High School: _____
NAME
CITY
STATE

POST SECONDARY EDUCATION

List **most recent school** first.

School Name, City and State	Dates Attended (MM/YY-MM/YY)	Degree	GPA/Scale	Major(s)	Minor(s)

The School District of Greenwood does not discriminate on the basis of religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, National Guard membership, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap or other bases prohibited under state or federal law. Any applicant who believes any of the questions in this application are discriminatory should so note and explain why they believe so.

THE DISTRICT WILL PROTECT THE CONFIDENTIALITY OF PERSONNEL RECORDS TO THE EXTENT PERMITTED BY LAW

EMPLOYMENT REFERENCES

Please give accurate, complete full-time and part-time employment records. List additional relevant employment on separate sheet if necessary. List **present or most recent employer first**.

1	Name of Employer/District		__ Full-time __ Part-time		Dates Employed (MM/YY-MM/YY)	
			Hourly Rate _____		_____	
			Salary _____		Total Years _____	
	Address		City		State	Zip Code
Name and Title of Supervisor				Work Telephone of Supervisor		
Position and Description of Work (i.e. Grade Level or Subject)				Reason For Leaving		

2	Name of Employer/District		__ Full-time __ Part-time		Dates Employed (MM/YY-MM/YY)	
			Hourly Rate _____		_____	
			Salary _____		Total Years _____	
	Address		City		State	Zip Code
Name and Title of Supervisor				Work Telephone of Supervisor		
Position and Description of Work (i.e. Grade Level or Subject)				Reason For Leaving		

3	Name of Employer/District		__ Full-time __ Part-time		Dates Employed (MM/YY-MM/YY)	
			Hourly Rate _____		_____	
			Salary _____		Total Years _____	
	Address		City		State	Zip Code
Name and Title of Supervisor				Work Telephone of Supervisor		
Position and Description of Work (i.e. Grade Level or Subject)				Reason For Leaving		

All employers WILL BE contacted prior to an offer of employment.

Indicate, by number, employers you **DO NOT** want us to contact during the interview/selection process.

Employer: ___ 1 ___ 2 ___ 3 Reason: _____

PERSONAL REFERENCES

List three persons, not related to you, whom you have known at least one year. **DO NOT** duplicate employment references. All references **MAY BE** contacted prior to an offer of employment

1	Name			Telephone		
	Address			Describe Nature of Relationship		
	City	State	Zip Code			

2	Name			Telephone		
	Address			Describe Nature of Relationship		
	City	State	Zip Code			

3	Name			Telephone		
	Address			Describe Nature of Relationship		
	City	State	Zip Code			

Indicate, by number, references you **DO NOT** want us to contact during the interview/selection process.

Reference: ___ 1 ___ 2 ___ 3 Reason: _____

GENERAL QUESTIONS

Please check one per question.

1. Have you ever worked for the School District of Greenwood under a different name? Yes No

If yes, what name? _____

2. Have you previously filed an application under your present name or a different name? Yes No

If yes, when? _____

3. Are any of your relatives currently employed by the School District of Greenwood? Yes No

If yes, list name and position _____

4. Who, if anyone, suggested that you apply for a position with the School District of Greenwood?

Name _____

5. Please list any language, other than English, that you speak fluently.

6. Are you 18 years old or older? Yes No

7. Are you a citizen of the United States? Yes No

If not a citizen, indicate alien status and alien registration number _____

If naturalized, indicate certification number & date and place of naturalization _____

8. Do you currently hold a valid driver's license? Yes No

9. Are you able to perform the essential functions of the position for which you're applying either with or without reasonable accommodation? Yes No

For all "Yes" answers to questions 10-16, attach a detailed explanation, including all relevant documentation (e.g. letters, court documents, etc.).

CONVICTIONS WILL NOT NECESSARILY DISQUALIFY A CANDIDATE FROM EMPLOYMENT AND WILL BE CONSIDERED ONLY AS THEY SUBSTANTIALLY RELATE TO THE POSITION APPLIED FOR.

10. Are you the subject of any pending charges for a misdemeanor or felony? Yes No

11. Have you ever been convicted of a misdemeanor or felony? Yes No

12. Have you ever been investigated by any agency for alleged immoral or illegal conduct or incompetence? Yes No

13. Have you ever resigned, been disciplined or dismissed from any position for immoral or unprofessional conduct or for unfitness for service? Yes No

14. Have you ever had a certificate or license to teach or perform other school duties denied, revoked or suspended? Yes No

15. Have you ever resigned, been suspended or discharged due to conduct, including harassment relating to the health, welfare, safety or education of any person? Yes No

16. Is your educationally related license under investigation or is disciplinary action pending in any other state? Yes No

The School District of Greenwood may conditionally offer employment subject to review of driving and criminal records, results of physical examination (including drug testing), credit history and/or verification of application and interview information provided by the candidate.

APPLICANT'S STATEMENT

By signing below, I certify that the answers given by me to the foregoing questions and/or statements including all attachments and submittals in support of this application are true and correct to the best of my knowledge and without misrepresentations or omissions of any kind. I further understand that the making of any false or misleading statement or willful omission on the *Application for Employment*, or attachments or submittals, may be used to deny me employment, or if employed, used for discipline, up to and including termination. I agree that the School District of Greenwood shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me.

I, hereby, grant permission to the School District of Greenwood to investigate any of the information provided by me. I also authorize the companies, schools or persons named in this application to provide information, transcripts, records or documents requested regarding my work experience, educational background, conviction record, driving record, character or qualifications, personal or otherwise. I hereby release said companies, schools or persons from all liability for any damage that may result from furnishing this information to the School District of Greenwood. A copy of this signed release is as effective as the original.

I understand that after an offer of employment is extended to me, and prior to my beginning to work for the School District of Greenwood, I may be required to undergo a physical examination, which may include drug and/or alcohol tests. I, hereby, authorize the release of the results of such physical examination and drug and/or alcohol tests to the School District of Greenwood. I understand that I may be required to undergo future such examinations and tests and that my employment is contingent upon successful completion of such examinations and tests. I understand and release the School District of Greenwood from any and all liability with respect to such examinations and tests, and hold the School District of Greenwood harmless for any decision made by the School District of Greenwood in this respect.

I understand that if employed, I must furnish documents to verify my identity and eligibility for employment in the United States in accordance with the *Immigration Reform and Control Act of 1986*.

I agree to conform to the rules, regulations and policies of the School District of Greenwood. I fully understand and agree that filling out this *Application for Employment* does not obligate the School District of Greenwood to offer me a job, nor does it obligate me to accept a job. I understand that if I am offered a position that said employment does not become binding on the School District of Greenwood until the Board of Education has approved my employment, even if I have already started work.

I understand that the School District of Greenwood reserves the sole and exclusive rights and authority of management which includes the District's right to determine the number of hours per day or days per week during which operation shall be carried out; to select and determine the number and types of employees required for the total work force; to establish and change work schedules and assignments; to transfer, promote and demote employees or terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons; to establish standards of work performance; to make and enforce reasonable rules of the maintenance and protection of life and property; to suspend, discharge and otherwise discipline employees for just cause. Assignments to either grade level, building or position will be based on the needs of the District and may change from the initial assignment.

**STATEMENTS OF QUALIFICATIONS, A RESUME OR ADDITIONAL INFORMATION
WHICH REFLECT UPON YOUR CANDIDACY MAY BE ATTACHED IF NECESSARY.**

This application includes (# of pages) _____ pages and may include other documents submitted by or for me in support of my candidacy.

APPLICANT'S SIGNATURE

DATE