

APPLICATION FOR EMPLOYMENT



**DEPARTMENT OF HUMAN RESOURCES
520 E. HOLUM STREET
DEFOREST, WI 53532**

DeForest Area School District does not discriminate in any manner contrary to law or justice on the basis of race, color, age, religion, veteran's status, gender, economic status, handicap, marital status, ancestry, sexual orientation, political affiliation, military status, arrest or conviction record, national origin, or disability in its educational programs or activities, including employment and admissions. At the same time, DeForest Area School District cherishes its right and duty to seek and retain employees who will make a positive contribution to its goals and vision.

Disabled applicants may request any needed accommodations.

DeForest Area School District hires only U.S. citizens and aliens lawfully authorized for work, and requires all new employees to submit documents necessary for certification of work eligibility under Federal Law.

PERSONAL INFORMATION (Please print or type)

Name _____
Last First Middle

Address _____
Number & Street

City State Zip

Telephone (____) _____ Daytime Telephone (____) _____

MISCELLANEOUS INFORMATION

Type of Work Desired: Administrator Custodial/Maintenance Educational Assistant

Food Service Secretary Teacher Seasonal Other _____

Extra Curricular Activities Substitute Teacher Substitute Support Staff

I am interested in: Full-time Part-time Salary Requirements _____ annually/hourly

Social Security Number _____

I was previously employed by DeForest Area School District? Yes No

If yes, please indicate when: _____

For position(s) requiring a valid driver's license: I have a valid driver's license. Yes No

If yes, State _____ License Number _____

I am related to a current DeForest Area School District employee Yes No

If yes, please indicate name, relationship and building/department: _____

I have been convicted of a crime other than a minor traffic violation. Yes No

If yes, please give date(s), offense(s) and charge(s):*

*A conviction will not automatically bar you from employment, and will be considered only as it relates to the job in question. Each conviction will be considered with respect to time, circumstances, and relationship to job applied for. DeForest Area School District reserves the right to perform criminal background checks, driver's license checks and/or other background checks it deems necessary.

EDUCATION

Name and Location of School	Number of Years Attended	Did you Graduate	Major/Minor or Course of Study	Overall Grade Average
High School Name _____ City/State _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Post-secondary (College) Name _____ City/State _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Post-secondary (Graduate) Name _____ City/State _____		<input type="checkbox"/> Yes <input type="checkbox"/> No		

EXPERIENCE

I am presently employed: Yes No **You may contact my present employer:** Yes No

List all part-time and full-time work during the past eight years. Give present or last position first (use an additional sheet of paper if necessary). Please answer all questions. Resumes may **not** be substituted, but may be enclosed.

Present or Last Employer _____ Address _____ Phone _____ City _____ State _____ Zip _____ Beginning Job Title _____ Ending Title _____ Job Duties: _____ Reason for Leaving _____ Immediate Supervisor _____ Phone _____	Dates of Employment From _____ month/day/year To _____ month/day/year <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week _____ Starting Salary _____ Ending Salary _____
Present or Last Employer _____ Address _____ Phone _____ City _____ State _____ Zip _____ Beginning Job Title _____ Ending Title _____ Job Duties: _____ Reason for Leaving _____ Immediate Supervisor _____ Phone _____	Dates of Employment From _____ month/day/year To _____ month/day/year <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week _____ Starting Salary _____ Ending Salary _____
Present or Last Employer _____ Address _____ Phone _____ City _____ State _____ Zip _____ Beginning Job Title _____ Ending Title _____ Job Duties: _____ Reason for Leaving _____ Immediate Supervisor _____ Phone _____	Dates of Employment From _____ month/day/year To _____ month/day/year <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week _____ Starting Salary _____ Ending Salary _____

Please explain periods of unemployment in excess of three (3) months _____

LICENSE/CERTIFICATION INFORMATION

I have a current State of Wisconsin DPI Teaching License. Yes No
 If no, have you applied to the DPI for a license? Yes No Date Applied _____

Areas of Certification	Dates of Expiration

Please list below any credits that you have earned after receiving your highest teaching degree.

Name/Location of School	Number of Credits

* Transcripts (from each University or College attended, reflecting degree(s) and any credit beyond) and license documentation are required at the time of the interview.

ADDITIONAL INFORMATION

Please list any experiences, talents and/or skills that you possess which would be applicable to the position for which you are applying. _____

Briefly, describe the position for which you are applying, what you would accomplish in such a position, and why you would be an asset to DeForest Area School District in the position.

APPLICANT'S CERTIFICATION

I certify that the statements made in this application, and in any documents submitted by me with this application, are true and correct and understand that my employment may be terminated for any misstatement, misrepresentation, or omission of fact on this application. The completion of this application and acceptance by the DeForest Area School District Human Resources Department does not imply a guarantee of employment. I hereby authorize DeForest Area School District without liability to contact prior employers (present if authorized) or reference given by me and authorize said employers or references to make full response to any inquires by DeForest Area School District in connection with this application for employment. I further authorize DeForest Area School District to perform criminal background checks, driver's license checks and/or any other background checks DeForest Area School District deems necessary. I understand that my employment at DeForest Area School District may be affected by information disclosed by such background checks. I acknowledge that I have read this section and understand it.

Signature _____ Date _____