

<b>Application For Employment – Support Staff Personnel Pardeeville Area School District</b>	For Office Use <hr/> Date Received
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**Applicant**

Last Name	First Name	Middle		
House or Fire No.	Street/Road Name	City	State	Zip
Position(s) Applying for			Telephone	

<b>Education</b>	High School	Tech School	College	Graduate School
School Name _____				
Location _____				
Gr/Years Completed	9 10 11 12	_____ years	_____ years	_____ years
Year Diploma/ Degree Earned	_____	_____	_____	_____

Describe any specialized training, apprenticeship, skills, etc., that would assist you in performing the duties associated with the position for which you have applied.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment** (Start with your present or most recent job and do not omit any positions).

Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone	Job Title	Hourly Rate	
	Starting	Final	
Supervisor			
Reason for Leaving			

Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone	Job Title	Hourly Rate	
	Starting	Final	
Supervisor			
Reason for Leaving			

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	From	To	
Address			
Phone	Job Title	Hourly Rate	
	Starting	Final	
Supervisor			
Reason for Leaving			

**References**

Provide the name, address, and phone number of three references who are not related to you and who are not former employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you ever been employed by the Pardeeville Area School District? YES      NO  
 If yes, give dates and position(s): \_\_\_\_\_

Have you previously submitted an application with the Pardeeville Area School District?         
 If yes, give dates and position(s) applied for: \_\_\_\_\_

May we contact your current or most recent employer?      

Are you currently on lay off status and subject to recall?      

On what date would you be available to begin work? \_\_\_\_\_

How would you describe your work absentee record during the last year(s)? \_\_\_\_\_

\_\_\_\_\_

Have you quit a job in the last 3 years? If so, explain. \_\_\_\_\_

\_\_\_\_\_

Have you been discharged from a job in the last 3 years? If so, explain? \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? YES NO

A criminal conviction is a final judgment of a verdict or a finding of guilty, a plea of guilty or a plea of nolo contendere (no contest) in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged, pardoned, reversed, set aside or otherwise rendered invalid. If "yes" enclose a letter that explains the situation and your current status.

Is there a criminal charge, felony or misdemeanor, currently pending against you? YES NO

If "yes" enclose a letter that explains the situation and your current status. You are not required to provide information about arrests which did not lead to pending criminal charges.

Pending criminal charges or a record of conviction are not an absolute bar to employment. They will be considered only if the offense(s) are substantially related to the particular job for which you are applying. However, any omission, false answer or false statement by you regarding pending criminal charges or convictions will be grounds for refusal to employ or for discharge if already employed by the Pardeeville Area School District.

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### **Applicant's Statement**

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation by the District of all statements contained in this application for employment and of past and present employment and education as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in this application or in subsequent interview(s) may result in immediate discharge and I agree that the District shall not be held liable in any respect if my employment is terminated for that reason.

I further understand that any offer of employment is subject to the results of a criminal background check that the Pardeeville Area School District will be conducting through the Wisconsin Department of Justice and local law enforcement agencies. This authorization shall be valid for six (6) months from the date of my signature below.

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

\_\_\_\_\_  
Date

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Our employment practice is to select three to five applicants, who appear the most qualified for the position, and schedule a personal interview with these applicants. You will be contacted if you are selected to be interviewed. Applicants will be notified when the position has been filled.

This application for employment shall be considered active until the vacant position has been filled. Applications will be retained and may be given consideration for a period not to exceed one calendar year for other positions that become vacant.

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act; the Civil Rights Act of 1991; the Wisconsin Fair Employment Act; and all other Federal, State, School rules, laws, regulations and policies, the Pardeeville Area School District shall not discriminate on the basis of sex, age, race, color, national origin, creed, religion, sexual orientation, marital status, military status, ancestry, arrest record/conviction record, or disability in the educational programs or activities which it operates and in employment.