



APPLICATION FOR EMPLOYMENT

Position: _____ Date: _____

Employment Type: Full-Time Part-Time Substitute Seasonal

Who do we thank for telling you about this position/How did you hear about this position? _____

APPLICANT INFORMATION

Full Name: _____
Last First M.I. Other Names

Address: _____
Street Address Apt. # City State ZIP

Phone: _____ Email: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked at the School District of Marshfield? YES NO If yes, when? _____

Do you have relatives who currently work at the School District of Marshfield? YES NO

Please list who & your relationship with them: _____

EDUCATION

High School Diploma or GED

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____

From: _____ To: _____ Attainment: _____

PREVIOUS EMPLOYMENT

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Reason for Leaving: _____

SKILLS & QUALIFICATIONS

Please identify special skills and training related to the position for which you are applying: _____

PROFESSIONAL REFERENCES

Full Name: _____	Relationship: _____
Address: _____	Phone: _____
Full Name: _____	Relationship: _____
Address: _____	Phone: _____
Full Name: _____	Relationship: _____
Address: _____	Phone: _____

CRIMINAL BACKGROUND INFORMATION

Prior to the appointment of any person to a paid position with the School District of Marshfield, a crime information records check will be conducted through the. If a crime records check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the district application form, his/her application for employment may be rejected. If the crime records check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made in consultation with legal counsel whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

Do you have any pending criminal charges or have you ever pleaded guilty to or been convicted of a misdemeanor or felony?

YES NO

DISCLAIMER AND SIGNATURE

I authorize the School District of Marshfield to investigate my personal employment history and I authorize any former employer, person, firm, corporation, or government agency to give the School District of Marshfield any information regarding my employment history. In consideration of the School District of Marshfield's review of this application, I release from all liability and/or legal claims the School District of Marshfield and every person seeking or providing information, whether it be oral or written. A photocopy of this release shall be as valid as the original, and may be relied upon by all persons providing information. Further, I certify that all information on this application is true, complete, and correct to the best of my knowledge. I understand that any false or misleading statements made by me, or material omissions of information requested of me, shall constitute grounds for rejection of my application or, if employed, my immediate dismissal.

The School District of Marshfield is an Equal Opportunity Employer. Personnel hiring and administration in the School District of Marshfield shall be conducted so as not to unlawfully discriminate against an employee or applicant on the basis of sex, sexual orientation, race, national origin, ancestry, color, age, creed, religion, pregnancy, marital or parental status, or physical, mental, emotional or learning disability, arrest record, conviction record, membership in the national guard, state defense force, or any other reserve component of the military forces of Wisconsin or the United States, use or nonuse of lawful products off the employer's premises during nonworking hours, or any other reason prohibited by state or federal law. (Board Policy 3122 & 4122).

Reasonable accommodations shall be made for qualified individuals with a disability or handicap upon notification to Human Resources. If you need an accommodation, you must contact the Human Resources Department at 715-387-1101 or humanresources@marshfieldschools.org.

PLEASE RETURN APPLICATION TO:
Human Resources
1010 East Fourth Street, Marshfield, WI 54449
Or email to: HumanResources@marshfieldschools.org

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____