

# GLENDALE-RIVER HILLS SCHOOL DISTRICT

2600 WEST MILL ROAD, GLENDALE, WI 53209

(414) 351-7170

## APPLICATION FOR EMPLOYMENT - NON-CERTIFIED EMPLOYMENT

Position Applied For: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip Code

Home/Cell Telephone Work Telephone Social Security Number Driver License Number

Date of application \_\_\_\_\_ Have you previously applied to this school district? \_\_\_\_\_ Date: \_\_\_\_\_

Are you currently under contract? \_\_\_\_\_ Current salary: \_\_\_\_\_

Have you ever been dismissed or asked to resign from any position? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, please list:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date available for employment? \_\_\_\_\_

Following employment, can you submit verification of your legal right to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of, or are you currently under investigation, of any crime or violation, including any ordinance violation (exclude traffic violations resulting in fines of less than \$100.00? If yes, list below.

\_\_\_\_\_  
\_\_\_\_\_

*A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to this job in question.*

### AN EQUAL OPPORTUNITY EMPLOYER

This school district is an equal opportunity employer and does not discriminate against applicants on the basis of age, sex, race, religion, national origin (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disabilities.

Are special accommodations required to allow you to participate in the interview process? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please describe accommodation required.

### DO NOT WRITE IN THIS SPACE - FOR ADMINISTRATIVE USE ONLY

\_\_\_\_\_ Initial Interview \_\_\_\_\_ Letter of Employment \_\_\_\_\_ Final Interview

References contacted \_\_\_\_\_

Building Assignment \_\_\_\_\_ Effective Date \_\_\_\_\_

Responsibilities \_\_\_\_\_ Replaces \_\_\_\_\_

Salary Code \_\_\_\_\_ Base Salary \_\_\_\_\_ Salary for Additional Responsibilities \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date of Interview \_\_\_\_\_

Total Contracted Salary \_\_\_\_\_

**EDUCATIONAL PREPARATION AND TRAINING**

High School	Location	Year of Graduation

College & Location	Last Year Completed					Degree	Grade Point		Major(s)	Minor(s)
	1	2	3	4	More		Average	Scale		

Number of Graduate Credits Beyond Bachelor’s Degree: \_\_\_\_\_ Number of Graduate Credits Beyond Master’s Degree: \_\_\_\_\_

**PARTICIPATION IN EXTRACURRICULAR RELATED ACTIVITIES** *(You may omit activities which indicate your race, creed, color, national origin, ancestry, sex, age, or other legally protected status.)*

Community: \_\_\_\_\_

College: \_\_\_\_\_

High School: \_\_\_\_\_

**EXPERIENCE**

Dates (Mo./Yr.) From _____ To _____	Organization	Position

Dates (Mo./Yr.) From _____ To _____	Organization	Position

Dates (Mo./Yr.) From _____ To _____	Organization	Position

**REFERENCE**

\_\_\_\_\_

The job description for the position you are applying for is attached. Please read the job description and answer the following questions:

- 1) Have you read and do you understand the job description?    \_\_\_\_\_ Yes    \_\_\_\_\_ No
- 2) Are you able to perform all essential functions of the job?    \_\_\_\_\_ Yes    \_\_\_\_\_ No
- 3) If no, what special accommodations would be required to allow you to perform the essential functions?    \_\_\_\_\_

By signing below, I authorize the Glendale-River Hills School District to make any inquiry of or receive information regarding my suitability for employment and do hereby give permission to these persons or organizations to provide such information. Such inquiries may include and not be limited by enumeration to the quality and quantity of my work, work history and record, character qualifications, records of pending arrests, charges and convictions and medical records. For and in consideration of the release of such information, I hereby forever waive, release and covenant not to sue any person or organization including the Glendale- River Hills School District, its agents and employees for the result of providing, obtaining, or acting upon such information. I give this waiver, release and covenant not to sue for myself, my heirs, assigns, and successors in interest forever. I give this waiver, release, and covenant not to sue understanding that the information obtained may be such as to disqualify me for employment. I understand that such information is sought with confidentiality, and I will not request copies of such information. I also certify that all statements made on this application are true and complete, accurate, and not misleading to the best of my knowledge. I understand that any false statements, incomplete statements, or misrepresentations may subject me to disqualification or dismissal. A copy of this authorization shall be effective as the original.

I also understand that I may be required to undergo a physical examination, after a conditional employment offer, which may include drug and/or alcohol tests, and hereby authorize the release of the results of such physical examination and drug and/or alcohol tests to the Glendale-River Hills School District. I understand that I may be required to undergo future examination and tests and that my employment is contingent upon successful completion of such tests. I understand and release the Glendale-River Hills School District from any and all liability with respect to such examinations and tests, and hold the District harmless for any decision made by the District 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 Glendale-River Hills School District. I fully understand and agree that filling out this Application for Employment does not obligate the District to offer me a position, nor does it obligate me to accept a position with the District.

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Signature

Date

**GLENDALE-RIVER HILLS  
MINORITY RECRUITMENT SURVEY**

*COMPLETION OF THIS FORM IS OPTIONAL - IT IS NOT PART OF YOUR APPLICATION FOR EMPLOYMENT*

The Glendale-River Hills School District is committed to seeking and identifying minority applicants for employment. This survey is to gather information to help us meet this commitment. If you complete this survey it will be detached and kept in a file separate from your application for employment. Your application for employment will be considered only on the basis of your job qualifications.

If you do not complete this survey, it will not affect your application for employment. However, the information on this survey will be useful to the District. It is hoped that you will assist the District by providing the information requested.

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Position applied for: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**GENDER AND ETHNIC SURVEY**

Check one of the following:

\_\_\_\_\_ American Indian/Alaskan Native

\_\_\_\_\_ Black

\_\_\_\_\_ Asian/Pacific Islander

\_\_\_\_\_ Hispanic

\_\_\_\_\_ White

\_\_\_\_\_ Male

\_\_\_\_\_ Female

**REFERRAL SOURCE**

\_\_\_\_\_ Friend

\_\_\_\_\_ Relative

\_\_\_\_\_ Placement office or agency

\_\_\_\_\_ Advertisement in \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_