



EMPLOYMENT APPLICATION

Name: _____ **Date:** _____
Address: _____ **Primary Phone #:** _____
City: _____ **State:** _____ **Zip:** _____ **Social Security Number:** _____

Position(s) Applying For: _____ **Full-Time** **Substitute/Part-Time**

Date Available to Start: _____ **Email Address:** _____

Are you under the age of 18? Yes No **If yes, date of birth:** _____

Have you ever worked for Our System? Yes No **If yes, give dates:** _____

Name during previous employment (if different): _____ **Reason for Leaving:** _____

If you are applying for a position which requires you to drive an automobile as part of your job, please provide your driver's license number and state of issue: (Please provide a copy of Drivers' License-Front and Back)

Number: _____ State of Issue: _____

EDUCATION

Type of School	Name of School and Complete Mailing Address	Completed	Major or Degree
High School		<input type="checkbox"/> YES <input type="checkbox"/> NO	
College or Trade School		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Professional School		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other Training		<input type="checkbox"/> YES <input type="checkbox"/> NO	

Please list any academic honors you have received which you believe relate to the position you are applying for:

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PREVIOUS EMPLOYMENT

Name of Employer: _____ Start Date: _____
Name of Supervisor: _____ End Date: _____
Complete Address: _____ Start Salary: _____
Last Job Title: _____ End Salary: _____
Phone Number: _____
Reason for Leaving (Be Specific): _____

May we contact this employer? Yes No

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Name of Employer: _____ Start Date: _____
Name of Supervisor: _____ End Date: _____
Complete Address: _____ Start Salary: _____
Last Job Title: _____ End Salary: _____
Phone Number: _____
Reason for Leaving (Be Specific): _____

May we contact this employer? Yes No

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Name of Employer: _____ Start Date: _____
Name of Supervisor: _____ End Date: _____
Complete Address: _____ Start Salary: _____
Last Job Title: _____ End Salary: _____
Phone Number: _____
Reason for Leaving (Be Specific): _____

May we contact this employer? Yes No

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

All Applicants – please list any additional experiences, skills, and qualifications which you believe relate to the job(s) for which you are applying:

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REFERENCES:

Please list at least **3** references, other than relatives and previous employers, whom you have known for at least 1 year:

<p>Name: _____</p> <p>Position: _____</p> <p>Company: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>	<p>Name: _____</p> <p>Position: _____</p> <p>Company: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>
<p>Name: _____</p> <p>Position: _____</p> <p>Company: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>	<p>Name: _____</p> <p>Position: _____</p> <p>Company: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>

READ, UNDERSTAND, SIGN AND DATE IF YOU AGREE

I hereby certify that all statements made in this application are true and complete to the best of my knowledge and authorize investigation of all statements herein recorded. I understand that any false statements or omissions of fact may subject me to disqualification or dismissal if discovered after employment. I understand I am required to furnish information and references to use in determining my qualifications. I understand that the District may conduct an investigation of my work and/or personal history and that it may verify all data given in my application for employment, related papers, and/or oral interviews. I further understand that any and all references that I have provided to the District, either in writing or otherwise, may be contacted. I understand that my fingerprints will be used to check the criminal history records of the FBI. I understand that I have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction or updating an FBI identification record is set forth in Title 28 Code of Federal Regulations 16.34. Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30-16.33 or go to FBI website at <http://fbi.gov/about-us/cjis/background-checks>.

My signature below authorizes Dodge County Board of Education to conduct a background investigation and authorizes the release of information in connection with my application for employment. I authorize any previous employer and/or any other reference to release and fully disclose to any agent of the District any information such person may have concerning me, including information of a confidential or privileged nature, whether or not it is in their records. Further, I hold harmless any individual or employment agency for any information that he/she/it may provide in this investigation. I waive my right of access to any such information and without limitation hereby release Dodge County Board of Education and the reference source from any liability in connection with its release or use. A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain my original signature.

<div style="background-color: yellow; height: 25px; margin-bottom: 5px;"></div> Applicant Name <i>(Please Print)</i>	<div style="background-color: yellow; height: 25px; margin-bottom: 5px;"></div> Applicant Signature	<div style="background-color: yellow; height: 25px; margin-bottom: 5px;"></div> Date
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CONVICTION REPORT

All applicants must complete this form.

This information will be kept confidential and separate from your application.

Conviction Background

As part of the application process, you are required to report any and all convictions or current charges for a crime, no matter when they may have occurred. A conviction will not automatically prevent you from being considered for hire - **falsification of your application, by not reporting or inaccurately reporting, will prevent you from being considered for any employment in Dodge County Board of Education.**

Have you ever been convicted of or have a current charge pending of any violation of the law? Yes No

If yes, list the violation code number for each offense, including those for which you forfeited bail, were fined and/or jailed, or placed on probation. Include a complete and accurate explanation of the circumstance (you may submit an additional page if you need more space than provided below).

Violation Code _____ Date _____
Disposition/Explanation: _____

Violation Code _____ Date _____
Disposition/Explanation: _____

Violation Code _____ Date _____
Disposition/Explanation: _____

I certify that I have listed all my convictions and any current charges, except minor traffic offenses. I understand that my failure to complete this form, any omission of convictions and current charges, or misrepresentation of material facts will result in disqualification, or if discovered after employment, my dismissal from Dodge County Board of Education.

Applicant Name *(Please Print)*

Applicant Signature

Date