

**SCHOOL DISTRICT OF ABBOTSFORD
APPLICATION FOR EMPLOYMENT**

Position Applied for: _____

Employment Acceptable: Full-time _____ Part-time _____ School year _____ Temporary _____ Substitute _____

Date available for employment: _____

*** * * PERSONAL DATA AND HISTORY RECORD * * ***

Applicant's Full Name - Last: _____ First: _____ Middle: _____

Maiden Name: _____ Previous Names: _____
(Including alias names, nicknames, or other names you have used (Include years used))

Place of Birth – City: _____ County: _____ State: _____

Driver's License #: _____ Issuing State: _____

Current Business Address: Street _____ PO Box: _____ City: _____

State: _____ Zip: _____ How Long? _____ Work Phone Number: (_____) _____

Current Home Address: Street _____ PO Box: _____ City: _____

State: _____ Zip: _____ How Long? _____ Home Phone Number: (_____) _____

E-Mail address: _____

May we conduct a personal background check, including contacts of your reference names as well as present and previous employers and review other records related to this position? Yes _____ No _____ If no, please explain:

NOTE: Because of the nature of this position, applicants with conviction records who are invited to an employment interview will be asked to discuss this information. A conviction record will not be used as criterion in making an employment decision unless the circumstances of the offense substantially relate to the circumstances of this position.

EDUCATIONAL PREPARATION AND TRAINING

**HIGH SCHOOL
OR GED**

School Name: _____
City: _____ State: _____
Dates attended - From: _____ To: _____
Degree obtained: _____ Year obtained: _____

**VOCATIONAL
TECHNICAL &/OR
BUSINESS
COLLEGE**

School Name: _____
City: _____ State: _____
Dates attended - From: _____ To: _____
Degree obtained: _____ Year obtained: _____

UNIVERSITY

School Name: _____
City: _____ State: _____
Dates attended - From: _____ To: _____
Degree obtained: _____ Year obtained: _____

COLLEGE

School Name: _____
City: _____ State: _____
Dates attended - From: _____ To: _____
Degree obtained: _____ Year obtained: _____

Additional related courses/training other than studies listed above:

Certifications or Professional Licenses:

Type: _____ State: _____ Expiration Date: _____ Number: _____
Type: _____ State: _____ Expiration Date: _____ Number: _____
Type: _____ State: _____ Expiration Date: _____ Number: _____
Type: _____ State: _____ Expiration Date: _____ Number: _____

List All Languages Spoken or Written: _____

PREVIOUS WORK EXPERIENCE

The information regarding your previous experience will be carefully reviewed to determine your qualifications for this position. Be specific in your responses. List present or most recent position first, then next recent, etc. Include all part time jobs, military experience, and educational experience.

Employer's Name: _____ Phone Number: _____

Address: _____ Job Title: _____

City, State: _____ Supervisor: _____

Reason for Leaving: _____

Dates employed: From _____ To _____

Salary: Beginning _____ Ending _____

Describe duties: _____

Employer's Name: _____ Phone Number: _____

Address: _____ Job Title: _____

City, State: _____ Supervisor: _____

Reason for Leaving: _____

Dates employed: From _____ To _____

Salary: Beginning _____ Ending _____

Describe duties: _____

Employer's Name: _____ Phone Number: _____

Address: _____ Job Title: _____

City, State: _____ Supervisor: _____

Reason for Leaving: _____

Dates employed: From _____ To _____

Salary: Beginning _____ Ending _____

Describe duties: _____

Employer's Name: _____ Phone Number: _____

Address: _____ Job Title: _____

City, State: _____ Supervisor: _____

Reason for Leaving: _____

Dates employed: From _____ To _____

Salary: Beginning _____ Ending _____

Describe duties: _____

List any other employment not shown above on separate sheet.

EMPLOYMENT REFERENCES

Please list references (not relatives or supervisors) to contact that have knowledge of your qualifications, please include reference from most recent employee.

Company: _____

Address: _____

Name: _____

Title: _____

Work Telephone Number: _____

Home Telephone Number: _____

Company: _____

Address: _____

Name: _____

Title: _____

Work Telephone Number: _____

Home Telephone Number: _____

Company: _____

Address: _____

Name: _____

Title: _____

Work Telephone Number: _____

Home Telephone Number: _____

DESCRIBE YOUR SKILLS: List all office machines, heavy equipment, or other equipment related to the position for which you are applying that you are skilled in operating. For example: personal computer, front-end loader, convection oven, network systems, software applications, etc. If additional space is needed, please provide details on a separate sheet of paper and attach as Appendix 9.

PERSONAL STATEMENT/REMARKS: Prepare a hand written statement to include any experience or talent, which will contribute to your success in this position. Please mention volunteer work, life experiences, extracurricular activities, community involvement, travel, foreign language skills, coaching and any other experiences, which would be helpful in considering your qualifications. If additional space is needed, please provide details on a separate sheet of paper and attach as Appendix 10.

READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

I authorize the School District of Abbotsford at the time of my application for employment or during the course of my employment to obtain from any source regarding my education, experience, criminal background, competence, character, or medical history, as it relates to the position for which I applied or in which I may be employed unless otherwise stated below. I certify that the information contained in this application is true, complete, and correct to the best of my knowledge and belief. I understand that any falsification or omission of information may cause my immediate dismissal or rejection of this application. I agree that all statements made in this application may be investigated.

Signature

Date

The School District of Abbotsford does not discriminate on the basis of age, sex, race, color, religion, national origin (including limited English proficiency) ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical disability, mental disability, emotional disability, learning disability, or any other reason prohibited by law. (School District of Abbotsford-Policy 411).

*The School District of Abbotsford will provide reasonable accommodations for qualified disabled applicants and employees.

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