

**SCHOOL DISTRICT OF WISCONSIN DELLS**

811 County Road H, Wisconsin Dells, WI 53965

Telephone: (608) 254-7769, Fax: (608) 254-8058

**APPLICATION FOR NON-CERTIFIED PERSONNEL**

**PERSONAL DATA**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last, First, Middle)

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

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Phone: \_\_\_\_\_  
(Area Code)

**POSITION APPLYING FOR**

What position are you applying for? \_\_\_\_\_

How did you hear about this job? Examples include word of mouth, district website, district Facebook page, job fair, job board such as Circa/LocalJobNetwork, newspaper ad, etc. \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No

Have you ever interviewed for a position with the District?  Yes  No

If yes, in what month and year? \_\_\_\_\_

What special training or skills do you have (languages, machine operation, licenses, etc.)? \_\_\_\_\_

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

**EDUCATION**

Name & Location of School (Include High School)	Course of Study	Dates Attended To/From	Number of Years Completed	Did You Graduate?	Degree or Diploma

**EXPERIENCE**

Begin with most recent and include your entire work history. (If more room is needed, attach separate sheet.)

Dates	City & State	Employer Name	Your Job Title	Reason for Leaving

**REFERENCES**

Name	Address	Phone	Position

**OTHER EMPLOYMENT DATA**

Are you presently working elsewhere?  Yes  No

When will you be available to begin work? \_\_\_\_\_

Will you work overtime if asked?  Yes  No

Have you ever been dismissed or asked to resign?  Yes  No

If yes, state where and state the reasons: \_\_\_\_\_

\_\_\_\_\_

## DISCLOSURE OF PENDING CRIMINAL CHARGES AND CONVICTIONS

Is there a criminal charge, felony or misdemeanor, currently pending against you?  Yes  No

Have you ever been convicted or pled guilty or no contest to a felony or misdemeanor?  Yes  No

If you answered yes to any of the questions above related to disclosure of pending criminal charges and convictions, complete the information below and attach a letter of explanation. If you have more than two convictions or pending charges, list them on additional sheets.

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 School District.

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.

You are not required to provide information about arrests which did not lead to pending criminal charges.

Conviction/Pending Charge	City & State	Date of Conviction/Charge	Length of Jail Term	Length & Terms of Probation	Any Other Relevant Information

## AUTHORIZATION AND RELEASE

I certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed, any false statements or omissions can lead to my immediate dismissal. I agree that the School District of Wisconsin Dells shall not be held liable in any respect if my employment is terminated for that reason.

The School District of Wisconsin Dells and its agents and representatives are hereby authorized to verify the information I have supplied to conduct an investigation into my personal history, past and present employment, education and military records. I hereby authorize companies, firms, agencies, schools and persons name in my application to give any information requested regarding my employment, character and qualifications.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Rev. 10/30/2020

**Equal Opportunity Employer.** Prospective employees will receive consideration without discrimination because of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component off the military forces of the United States.