



# APPLICATION FOR EMPLOYMENT

Date: \_\_\_\_\_

Employment Type:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Substitute	<input type="checkbox"/> Seasonal/Casual (e.g., Coach, Athletic Support, Advisor, Interpreter, etc.)		
Position Type:	<input type="checkbox"/> Teacher	<input type="checkbox"/> Regular Education Teacher Assistant	<input type="checkbox"/> Special Education Teacher Assistant	<input type="checkbox"/> Food Service	<input type="checkbox"/> Custodial	<input type="checkbox"/> Other _____
Position Level:	<input type="checkbox"/> Elementary	<input type="checkbox"/> Middle School	<input type="checkbox"/> High School			

Desired Salary/Hourly Rate: \_\_\_\_\_

## 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.

Have you ever been convicted, pled no contest, or had adjudication withheld in a criminal offense, forfeiture offense, misdemeanor, or felony OR are there any criminal charges now **pending** against you? *[Do not include minor traffic violations.]*

YES

NO

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

## 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](mailto:humanresources@marshfieldschools.org).

### PLEASE RETURN APPLICATION TO:

Human Resources

1010 East Fourth Street, Marshfield, WI 54449

Or email to: [humanresources@marshfieldschools.org](mailto: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: \_\_\_\_\_