

GENERAL APPLICATION FORM

THE SCHOOL DISTRICT OF STURGEON BAY
1230 Michigan Street
Sturgeon Bay, WI 54235

Position Applying For: _____ Application Date: _____

Name: _____
Last First Middle

Address: _____
City State Zip

Telephone: _____ Cell #: _____

Driver License No. _____ Email: _____

Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other _____

Educational History

<u>School</u>	<u>Name & Address</u>	<u>Number of Years</u>
Elementary	_____	_____
High School	_____	_____
College	* _____	_____
Other	* _____	_____
	* _____	_____

*Include any post-high school transcripts or diplomas to this application as a .PDF attachment.

Place of residence last ten years:

<u>Address</u>	<u>City</u>	<u>State</u>	<u>Date From</u>	<u>Date To</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever been employed by The School District of Sturgeon Bay? _____ If yes, indicate dates _____

Are you currently employed? _____
If you are currently employed, may we contact your present employer? _____

Name of current employer _____ Phone # _____
Immediate Supervisor _____

On what date would you be available for work? _____

Are you available to work () Full Time () Part Time () Shift Work () Temporary

Are you on a lay-off and subject to recall? _____

Lowest salary that you feel you could accept to begin job: _____

Have you ever been convicted of a felony or have you been convicted of a traffic offense within the last seven years? _____ If yes, please explain: _____

Have you ever entered a plea of nolo contendere or no contest to any charges other than a minor traffic violation? (This includes municipal violations as well as felony criminal acts.)
_____ If yes, please explain: _____

Are there felony charges *pending* against you? _____ If yes, please explain: _____

(An applicant's conviction record will be considered only insofar as it substantially relates to the circumstances of the particular job.)

Are you a veteran of the U. S. military service? _____
If yes, what branch _____

References

	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Position</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Use of tobacco in any form is not allowed in school buildings and on school property.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Please state briefly why you feel you should be considered for this position. Also state any special skills and/or qualifications you have.

Have you ever been convicted of a felony? _____ If yes, please explain: _____

Have you ever entered a plea of nolo contendere or no contest to any charges other than a minor traffic violation? (This includes municipal violations as well as felony criminal acts.) _____ If yes, please explain:

Are there felony charges *pending* against you? _____ If yes, please explain

The Sturgeon Bay School District Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Sturgeon Bay Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in employment or in any education program or activity for which it is responsible or for which it receives financial assistance from the U. S. Department of Education.

I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from employment.
2. It is my understanding that Sturgeon Bay Public Schools will make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by Sturgeon Bay Public Schools and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
3. I agree that my employment may be terminated by this employer at any time without liability for wages or salary such as may have been earned at the date of such termination.
4. I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with Sturgeon Bay Public Schools.

I further understand that this is an application for employment and that no employment contract is being offered.

I have read, understand, and agree to the above conditions related to this application.

Signature: _____ Date _____

File this form in the District Administrator's Office.

Telephone renewal is requested of you for each new school year.

The School District of Sturgeon Bay is an Equal Opportunity Employer