



STURGEON BAY SCHOOLS EMPLOYMENT APPLICATION FORM



SECTION 1: PERSONAL INFORMATION

Name:		Date of Birth:	
Driver License #:		Driver License State:	
Present Address:			
Phone No:		Email Address:	

SECTION 2: EMPLOYMENT DESIRED

Position Applied For:		Date You Can Start:	
Desired Hours/wk:		Desired wage:	
Are You Employed Now? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If so, may we inquire of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever applied to SBSD before? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, when: _____			

SECTION 3: EDUCATION HISTORY

HIGH SCHOOL

Name & Location	Years Attended	Diploma

COLLEGE

Name & Location	Years Attended	Degree

TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL

Name & Location	Years Attended	Degree

SECTION 4: PAST 10 YEARS RESIDENCES

Address	Date From	Date To

SECTION 5: WORK EXPERIENCE (please start with most recent experience first)

COMPANY NAME	ADDRESS		DATES EMPLOYED
ENDING/CURRENT WAGE	YOUR ENDING TITLE/JOB	REASON FOR LEAVING	SUPERVISOR
DESCRIPTION OF WORK PERFORMED			

WORK EXPERIENCE

COMPANY NAME	ADDRESS		DATES EMPLOYED
ENDING/CURRENT WAGE	YOUR ENDING TITLE/JOB	REASON FOR LEAVING	SUPERVISOR
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ENDING/CURRENT WAGE	YOUR ENDING TITLE/JOB	REASON FOR LEAVING	SUPERVISOR
DESCRIPTION OF WORK PERFORMED			

SECTION 6: REFERENCES			
(Please list current supervisor first, plus at least two more references)			
NAME	ADDRESS	BUSINESS/POSITION	YEARS ACQUAINTED

SECTION 7: EMPLOYMENT QUESTIONS

Have you ever been convicted of a felony? ☐ Yes ☐ No

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) ☐ Yes ☐ No

If yes, please explain:

Are there felony charges **pending** against you? ☐ Yes ☐ No

If yes, please explain:

SECTION 8: ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

APPLICANT STATEMENT

☐ An acknowledgment of the truthfulness of the information provided.

☐ Consent for the employer to conduct background checks.

☐ Understanding of employment at-will, if applicable.

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 of Applicant

Date

Instructions for Applicants:

- Fill out all sections completely and accurately.
- Use additional sheets if necessary to provide complete answers.
- Sign and date the application.

Submission:

Return the completed application to the HR department or the location specified in the job posting.

OFFICIAL USE ONLY	
INTERVIEWER'S REMARKS	
Date:	Interviewed by:
Recommendation:	
APPROVALS	
<div><div>_____</div><div>Employment Manager Signature</div></div> <div><div>_____</div><div>Date</div></div>	