

Employment Application

RETURN COMPLETED FORM BY U.S. MAIL, OR IN PERSON TO:

Attn: Superintendent

Wonewoc-Union Center School District

101 School Rd, Wonewoc, WI 53968

(608)464-3165

DATE: _____

Last Name	First Name	Middle Name	Social Security Number

POSITION(S) PREFERRED:

E-Mail Address:

Address	Street	City	State	Zip Code	Phone
Current					
Permanent					

EDUCATION AND PROFESSIONAL TRAINING

HIGH SCHOOL, TECHNICAL COLLEGE, AND COLLEGE & UNIVERSITY: (list most recent first)

School & Location	Dates Attended	Major	Minor	Degree

EMPLOYMENT EXPERIENCE & REFERENCES

Personal references regarding preparation, training & experience

Employer:	Job Title:	Supervisor:
Address:	Phone:	Dates Employed:
Hourly Rate/Salary- Starting:	Final:	
Work Performed:		
Reason for Leaving:		

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Address:	Phone:	Dates Employed:
Hourly Rate/Salary- Starting:	Final:	
Work Performed:		
Reason for Leaving:		

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Address:	Phone:	Dates Employed:
Hourly Rate/Salary- Starting:	Final:	
Work Performed:		
Reason for Leaving:		

REFERENCES

Provide the name, address, and phone number of three references who are not related to you and who are not former employers.

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

Have you ever been employed by the Wonewoc-Union Center School District? YES NO (If Yes, give dates and position)

Have you previously submitted an employment application with the Wonewoc-Union Center School District? YES NO
(If Yes, give date and position applied for)

May we contact your most recent employer? YES NO

Are you currently on "lay-off" status and subject to recall? YES NO

Have you ever been convicted of any felony, misdemeanor or other offense (other than minor traffic violations), or do you have such a charge pending? (Please note this information is considered only if the offense(s) substantially relate to the position applied for in this application.) YES NO (If yes, please attach an explanation.) _____

Are you able to perform the essential functions of the job for which you are applying? YES NO (If No, please explain)

Do you have a valid driver's license? YES NO

Can you lift a fifty (50) pound box? YES NO

Can you work five (5) days a week? YES NO

Date available for employment with the Wonewoc-Union Center School District: _____

APPLICANT STATEMENT

I understand consideration for employment with the Wonewoc-Union Center School District (District) is contingent upon the results of reference and background checks. I authorize District personnel to investigate all information provided by me on my application for employment. I understand this information will be used to evaluate my qualifications and suitability for District employment and to verify the correctness and completeness of the information provided by me.

I further understand the reference and background checks necessitate contacting present and past employers and any listed references or other individuals, who can verify information. I authorize any party (including employers, organizations and/or other individuals with which I have been or am currently associated and all persons connected with them) to release any information they may have about me to the District, including all of my personnel records. I understand the people contacted will be advised what they say will be held in confidence.

To the extent permitted by law, I hereby release from any and all liability the District, its officers, officials and all District employees and agents for acts performed in connection with evaluating my application, background, credentials and qualifications. My signature below certifies that all statements made on this application are true and complete to the best of my knowledge. If employed by this school district, I understand that any misrepresentation of factual information contained herein may be cause for dismissal.

I understand the District does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Date _____

Signature _____

Thank you for completing this application. Your interest in employment with the Wonewoc-Union Center School District is appreciated.

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and all other Federal, State, School rules, laws, regulations, and policies, the Wonewoc-Union Center School District shall not discriminate on the basis of sex, age, race, color, national origin, or handicap in the educational programs or activities which it operates and in employment.

WONEWOC-UNION CENTER SCHOOL DISTRICT
APPLICANT'S DISCLOSURE AND CONSENT RELEASE OF INFORMATION

APPLICANT INFORMATION (Please Print):

Applicant Instructions: Read this disclosure and consent form carefully before signing. You will be provided with a copy of this form at any time upon request.

Applicant Name (First Middle Last)	Current Address (Street Address)
Other Name(s) Used (maiden)	City, State, Zip
Other Name(s) Used	Former Address (1)
Social Security Number	City, State, Zip
Driver's License Number & State	Former Address (2)
Date of Birth & Place of Birth: City, State, County	City, State, Zip

DISCLOSURE AND CONSENT CONSUMER REPORTS FOR EMPLOYMENT APPLICANTS AND EMPLOYMENT PURPOSES.

You should read carefully. This consent and release has been provided to you for this employer to request a consumer report or investigate consumer reports in connection with your application for employment, resume or during the course of your employment, if any.

The Applicant acknowledges that this company may now, or at any time while employed, verify information within the application, resume or contract for employment. The verifications and/or checks may include but not limited to: driving record, workers compensation records, credit bureau files, employment references, personal references, any educational and licensing institution and to receive any criminal record information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency in any state. A photocopy or telephonic facsimile (fax) of this Disclosure and Consent authorization of Release of Information shall be valid as the original. The results of this verification process will be used to determine employment eligibility. All results will be kept CONFIDENTIAL. The information obtained will not be provided to any parties other than to designated Company Personnel.

According to the Fair Credit Reporting Act, if any adverse decision is made with regard to application for employment, based entirely or in part on the information contained in a consumer report or investigative consumer report prepared by a consumer reporting agency, you are entitled to receive a copy of this report upon written request, and a disclosure of the nature and scope of the investigative report.

Your signature below indicates that you have carefully read and understand that a consumer report or investigative consumer report regarding you may be requested and reviewed for employment purposes, including any future decisions concerning your employment, promotion, or retention as an employee. Additionally, your signature below reflects your understanding that such consent will remain in effect indefinitely until you revoke it in writing.

CONSENT STATEMENT

I have carefully read and understand this disclosure and consent form and by my signature consent to the release of consumer or investigative consumer reports, as defined above in conjunction with my application for employment. I further understand this consent will apply during the course of my employment, should I obtain such employment, and that such consent will remain effective until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so. I further understand that any and all information contained in my job application, or otherwise disclosed to this employer by me may be utilized for the purpose of obtaining the consumer reports or investigate consumer reports requested by the Employer and confirm that all such information is true and correct.

I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as a cause for possible dismissal.

I authorize InfoMart and any of its Agents/designated Company Personnel, to disclose orally and in writing the results of this verification process and/or interview to authorized representatives. I do hereby agree to forever release and discharge this company, our agent, InfoMart and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint arising from the retrieving and reporting of information.

Applicant Signature

Date

Applicant Name Typed or Printed

InfoMart

Wonewoc-Union Center School District

Applicant should keep this page for reference.

Do not return this page with your application form.

To All Applicants:

We are often asked questions about the status of applications and how we go about our screening, interviewing and hiring process. Understanding our process will eliminate the need for you to call to inquire about the status of your application.

Applications are made available to the administrative team who are most directly involved in the interview process. The administrative team, with the possible aid of an interview team, will determine which applicants will be formally interviewed. The administrative team will notify you if you are selected for an interview.

The administrative team may begin interviews as soon as completed applications are received. This process might begin before the due date for all applications.

Interviews are only given for existing vacancies. Only those candidates interviewed are notified when the position is filled.

We appreciate your interest in employment with the Wonewoc-Union Center School District.