



SCHOOL DISTRICT OF BIRCHWOOD  
300 SOUTH WILSON STREET  
BIRCHWOOD, WI 54817  
TEL: 715-354-3471 FAX: 715-354-3469



### APPLICATION FOR EMPLOYMENT

The School District of Birchwood does not discriminate in employment on the basis of race, religion, national origin, sex, age, marital status, disability, sexual orientation, arrest or conviction record, or any other legally protected status.

#### PERSONAL INFORMATION:

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Name: \_\_\_\_\_  
Last First Middle  
Present Address \_\_\_\_\_  
Street City State/Zip  
Permanent Address \_\_\_\_\_  
Street City State/Zip  
Telephone (Home): \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(Work): \_\_\_\_\_ E-Mail: \_\_\_\_\_

#### POSITION SOUGHT: *(check all that apply)*

- Teacher  Teacher Aide  Substitute Teacher  Bus Drive/Sub
- Secretary/Clerical  Kitchen Help/Cook  Janitorial  Coach

#### EDUCATIONAL HISTORY:

High School:  
Name: \_\_\_\_\_ Location: \_\_\_\_\_ Diploma (Y/N) \_\_\_\_\_  
Post Secondary (most recent first)  
School: \_\_\_\_\_ Location: \_\_\_\_\_ Diploma (Y/N) \_\_\_\_\_  
Major: \_\_\_\_\_ Minor: \_\_\_\_\_  
School: \_\_\_\_\_ Location: \_\_\_\_\_ Diploma (Y/N) \_\_\_\_\_  
Major: \_\_\_\_\_ Minor: \_\_\_\_\_  
Teacher Certification *(if applicable)* Area(s): \_\_\_\_\_ Grades: \_\_\_\_\_

Additional relevant schooling should be included on separate sheet of paper.

**STUDENT TEACHING: (for teacher applicants only)**

School Name: \_\_\_\_\_ Location: \_\_\_\_\_ Grade (s) \_\_\_\_\_

Coop Teacher: \_\_\_\_\_ Phone: \_\_\_\_\_

School Name: \_\_\_\_\_ Location: \_\_\_\_\_ Grade (s) \_\_\_\_\_

Coop Teacher: \_\_\_\_\_ Phone: \_\_\_\_\_

**WORK EXPERIENCE: (most recent first – attach separate sheet with listing of other relevant employment)**

Position: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

**REFERENCES:**

Name: \_\_\_\_\_ School/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Address: \_\_\_\_\_

Basis of Reference (e.g. previous supervisor): \_\_\_\_\_

Name: \_\_\_\_\_ School/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Address: \_\_\_\_\_

Basis of Reference (e.g. previous supervisor): \_\_\_\_\_

Name: \_\_\_\_\_ School/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Address: \_\_\_\_\_

Basis of Reference (e.g. previous supervisor): \_\_\_\_\_

**BACKGROUND INFORMATION:**

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your current employer aware of your application for another job? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

Have you ever been investigated, disciplined, dismissed, asked to resign, or resigned from employment based in whole, or in part, because of *job-related performance factors* OR *immoral conduct*? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", please provide written explanation:

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Have you ever been convicted of a felony, misdemeanor or traffic related offense beyond a minor speeding ticket? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", please provide written explanation:

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*(Payment of a fine will not be an automatic bar to employment and will be considered only as it is related to employment)*

Have you ever paid a civil forfeiture or fine for a non-traffic related offense, including municipal court violations? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", please provide written explanation:

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*(Payment of a fine will not be an automatic bar to employment and will be considered only as it is related to employment)*

Do you have any charge(s) pending against you? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", please provide written explanation:

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*(A pending charge will not be an automatic bar to employment and will be considered only as it is related to employment)*

Have you ever been denied employment because of failure to pass a drug screening OR for falsification of employment records? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", please provide written explanation:

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*An offer of employment is conditional based upon proof of eligibility to work in this country, successful background & criminal background checks, appropriate certification, passing of physical and other conditions that may be required including approval by the School Board, including favorable drug screening by a clinic selected by the District.*

**AUTHORIZATION**

*I hereby authorize investigation of all statements contained in this application or made by me during the hiring process. I understand that misrepresentation or omission of facts called for is cause for denial of employment or dismissal. The School District of Birchwood and its employees shall not be held liable if I am denied employment, or terminated following employment, if it is verified that I provided false statements and/or omitted substantive information.*

*I voluntarily grant the School District of Birchwood the right to investigate statements I have made in the job application process, as well as other job related information, activities and references. I also authorize any current or former employer, person, firm, corporation, school, or government agencies (including law enforcement) to disclose to the School District of Birchwood any information that is sought as part of a background check. I hereby release the School District of Birchwood, and providers of information, from liability for any damages, which may result from furnishing of this information.*

Dated: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_  


