



# SCHOOL DISTRICT OF GREENWOOD APPLICATION FOR EMPLOYMENT

306 W. CENTRAL AVENUE | GREENWOOD WI 54437 | PH 715-267-6101 | Fax 715-267-6113 • [www.greenwood.k12.wi.us](http://www.greenwood.k12.wi.us)

The School District of Greenwood is committed to a policy of nondiscrimination in employment on the basis of race, color, religion, sex or sexual orientation, age, national origin, ancestry, disability, marital status, political affiliation, genetic information, citizenship status, military service, arrest or conviction record, the off duty use or non-use of lawful products or any other basis prohibited by state, federal and/or laws and regulations. Applicants requiring accommodations should contact the District Office at 715-267-6101.

**EACH ITEM ON THIS APPLICATION IS IMPORTANT. READ AND COMPLETE CAREFULLY AND ACCURATELY. PLEASE PRINT OR TYPE.**

GENERAL INFORMATION				DATE OF APPLICATION	
LAST NAME		FIRST NAME		MIDDLE NAME	
MAILING ADDRESS		CITY		STATE	ZIP CODE
HOW LONG AT THIS ADDRESS?	HOME TELEPHONE	WORK TELEPHONE	SOCIAL SECURITY NUMBER		
PLACE OF BIRTH (CITY, STATE)		DRIVER'S LICENSE NUMBER & ISSUING STATE			
POSITION APPLYING FOR		YRS. OF EXPERIENCE	AVAILABLE START DATE	<input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME	

## POST SECONDARY EDUCATION *(List most recent school first.)*

School Name, City and State	Dates Attended (MM/YY-MM/YY)	Degree	GPA/Scale	Major(s)	Minor(s)

## PERSONAL REFERENCES

List three persons, not related to you, whom you have known at least one year. **DO NOT** duplicate employment references. All references **MAY BE** contacted prior to an offer of employment.

1	NAME			PHONE
	ADDRESS			EMAIL
	CITY	STATE	ZIP CODE	DESCRIBE NATURE OF RELATIONSHIP
2	NAME			PHONE
	ADDRESS			EMAIL
	CITY	STATE	ZIP CODE	DESCRIBE NATURE OF RELATIONSHIP
3	NAME			PHONE
	ADDRESS			EMAIL
	CITY	STATE	ZIP CODE	DESCRIBE NATURE OF RELATIONSHIP

# EMPLOYMENT REFERENCES

Please give accurate, complete full-time and part-time employment records. List additional relevant employment on a separate sheet if necessary. List **present or most recent employer** first.

<b>1</b>	NAME OF EMPLOYER		___ FULL-TIME ___ PART-TIME		DATES EMPLOYED (MM/YY-MM/YY)	
			HOURLY RATE _____		_____	
			SALARY _____		TOTAL YEARS _____	
	ADDRESS		CITY		STATE	ZIP CODE
NAME AND TITLE OF SUPERVISOR				WORK TELEPHONE OF SUPERVISOR		
POSITION AND DESCRIPTION OF WORK				REASON FOR LEAVING		

<b>2</b>	NAME OF EMPLOYER		___ FULL-TIME ___ PART-TIME		DATES EMPLOYED (MM/YY-MM/YY)	
			HOURLY RATE _____		_____	
			SALARY _____		TOTAL YEARS _____	
	ADDRESS		CITY		STATE	ZIP CODE
NAME AND TITLE OF SUPERVISOR				WORK TELEPHONE OF SUPERVISOR		
POSITION AND DESCRIPTION OF WORK				REASON FOR LEAVING		

<b>3</b>	NAME OF EMPLOYER		___ FULL-TIME ___ PART-TIME		DATES EMPLOYED (MM/YY-MM/YY)	
			HOURLY RATE _____		_____	
			SALARY _____		TOTAL YEARS _____	
	ADDRESS		CITY		STATE	ZIP CODE
NAME AND TITLE OF SUPERVISOR				WORK TELEPHONE OF SUPERVISOR		
POSITION AND DESCRIPTION OF WORK				REASON FOR LEAVING		

# GENERAL QUESTIONS

1. Have you ever worked for the School District of Greenwood under a different name? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, what name? \_\_\_\_\_
2. Have you previously filed an application under your present name or a different name? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, when? \_\_\_\_\_
3. Are any of your relatives currently employed by the School District of Greenwood? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, list name and position \_\_\_\_\_
4. Who, if anyone, suggested that you apply for a position with the School District of Greenwood?  
Name \_\_\_\_\_
5. Please list any language, other than English, that you speak fluently.  
\_\_\_\_\_
6. Are you 18 years old or older? \_\_\_\_\_ Yes \_\_\_\_\_ No
7. Are you a citizen of the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If not a citizen, indicate alien status and alien registration number \_\_\_\_\_  
If naturalized, indicate certification number & date and place of naturalization \_\_\_\_\_
8. Do you currently hold a valid driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No
9. Are you able to perform the essential functions of the position for which you're applying either with or without reasonable accommodation? \_\_\_\_\_ Yes \_\_\_\_\_ No

For all "Yes" answers to questions 10-16, attach a detailed explanation, including all relevant documentation (e.g. letters, court documents, etc.).

**CONVICTIONS WILL NOT NECESSARILY DISQUALIFY A CANDIDATE FROM EMPLOYMENT AND WILL BE CONSIDERED ONLY AS THEY SUBSTANTIALLY RELATE TO THE POSITION APPLIED FOR.**

10. Are you the subject of any pending charges for a misdemeanor or felony? \_\_\_\_\_ Yes \_\_\_\_\_ No
11. Have you ever been convicted of a misdemeanor or felony? \_\_\_\_\_ Yes \_\_\_\_\_ No
12. Have you ever been investigated by any agency for alleged immoral or illegal conduct or incompetence? \_\_\_\_\_ Yes \_\_\_\_\_ No
13. Have you ever resigned, been disciplined or dismissed from any position for immoral or unprofessional conduct or for unfitness for service? \_\_\_\_\_ Yes \_\_\_\_\_ No
14. Have you ever had a certificate or license to teach or perform other school duties denied, revoked or suspended? \_\_\_\_\_ Yes \_\_\_\_\_ No
15. Have you ever resigned, been suspended or discharged due to conduct, including harassment relating to the health, welfare, safety or education of any person? \_\_\_\_\_ Yes \_\_\_\_\_ No
16. Is your educationally related license under investigation or is disciplinary action pending in any other state? \_\_\_\_\_ Yes \_\_\_\_\_ No

**The School District of Greenwood may conditionally offer employment subject to review of driving and criminal records, results of physical examination (including drug testing), credit history and/or verification of application and interview information provided by the candidate.**