

**PINE RIVER AREA SCHOOLS  
Application for Employment  
Non-Certified Personnel**

This form must be filled out completely. All information will be treated as confidential. Application is void after one year unless renewed by letter or personal call.

Name \_\_\_\_\_ Date \_\_\_\_\_ Position desired \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Person to be notified in case of emergency \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Have you passed your 18th birthday? \_\_\_\_\_ Yes \_\_\_\_\_ No

U.S. Citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No

State any other name you have used \_\_\_\_\_

Skills: Shorthand \_\_\_\_\_ WPM Typing \_\_\_\_\_ WPM Accounting or Bookkeeping \_\_\_\_\_

Are you available for overtime work? \_\_\_\_\_ Yes \_\_\_\_\_ No

List office machines you can use \_\_\_\_\_

List special skills that you possess \_\_\_\_\_

U.S. Military Service: Branch of Service \_\_\_\_\_ Length of Service \_\_\_\_\_

Position or rank \_\_\_\_\_ Discharge date and type \_\_\_\_\_

**EDUCATION:**

High School/College  
Name and Address

Years  
Attended

Did you  
Graduate?

Degree

Major Field  
of Study

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a student at the present time? \_\_\_\_\_

Type of employment desired: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Hourly wage/rate expected \_\_\_\_\_ Date available \_\_\_\_\_ Referred by \_\_\_\_\_

Are you interested in year-round employment? \_\_\_\_\_ Part-time? \_\_\_\_\_

If now employed, may we inquire of your employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you a smoker? \_\_\_\_\_

Continued on Back Side

**PRESENT OR LAST POSITION:**

Name of Company \_\_\_\_\_ Address \_\_\_\_\_  
Employed from \_\_\_\_\_ Salary \_\_\_\_\_ per \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Your duties \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**FORMER POSITION:**

Name of Company \_\_\_\_\_ Address \_\_\_\_\_  
Employed from \_\_\_\_\_ Salary \_\_\_\_\_ per \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Your duties \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**FORMER POSITION:**

Name of Company \_\_\_\_\_ Address \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_ per \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Your duties \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**ATTACH AN ADDITIONAL LIST IF NECESSARY**

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? \_\_\_\_\_  
If yes, give details \_\_\_\_\_  
\_\_\_\_\_

Are you presently under arrest for a pending felony charge? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, give details \_\_\_\_\_

**LIST THREE REFERENCES (NOT RELATIVES)**

Name \_\_\_\_\_ Address \_\_\_\_\_ Business \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The information given in this application is correct to the best of my knowledge. I hereby authorize the district to inquire and verify any information contained in this application for employment, or conduct any investigation that may be necessary. I understand that this application will become a permanent part of my personnel records, and that any misleading or untruthful information on this application may result in my dismissal.**

\_\_\_\_\_  
Signature of Applicant

**It is the policy of the Pine River Area Schools that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected or discrimination under any program or activity and in employment.**