

School District of Lake Holcombe
27331 262nd Avenue
Holcombe, WI 54745
Tel: 715-595-4241 Fax: 715-595-6383

Application for Employment or Volunteer

The School District of Lake Holcombe 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.

This institution is an equal opportunity provider.

(Volunteers must complete pages 1-3.)

Personal Information:

Date: _____

Name: _____
Last First Middle

Present Address: _____
Street City State/Zip

Permanent Address: _____
Street City State/Zip

Telephone: (Home): _____ Fax: _____

(Work): _____ E-Mail: _____

Other Names You Have Gone By: _____

Position Sought: (check all that apply)

- | | | | |
|---|--|-------------------------------------|---|
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Teacher Aide | <input type="checkbox"/> Coach | <input type="checkbox"/> Substitute Teacher or Aide |
| <input type="checkbox"/> Secretary/Clerical | <input type="checkbox"/> Kitchen Help/Cook | <input type="checkbox"/> Janitorial | <input type="checkbox"/> Volunteer |

Affirmation & Authorization

I HEREBY AFFIRM that all information on and with this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of facts may result in denial (or termination) of employment.

Applicant's Signature: _____ Dated: _____

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/volunteer or dismissal. The School District of Lake Holcombe and its employees shall not be held liable if I am denied employment/volunteer, 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 Lake Holcombe the right to investigate statements I have made in the application process, as well as other 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 Lake Holcombe any information that is sought as part of a background check. I hereby release the School District of Lake Holcombe, and providers of information, from liability for any damages, which may result from furnishing of this information.

Applicant's Signature: _____ Dated: _____

Approved: 6/15/15

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 for, 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:

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:

(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:

(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:

(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:

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.

Background Check
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All applicants who desire to be seriously considered for a position with the School District of Lake Holcombe must consent to having a thorough background and reference check. Each question must be answered accurately by circling "Yes" or "No"; when "Yes" is circled an explanation should be included detailing dates and other significant information.

- | | | |
|-----|----|--|
| Yes | No | 1. Have you ever been investigated for alleged misconduct in the course of any employment? |
| Yes | No | 2. Have you ever resigned, been disciplined, or dismissed from any teaching, other school position, or any other position (paid or unpaid) involving children, in part, for alleged immoral conduct ¹ or incompetence ² ? |
| Yes | No | 3. Have you ever had a teaching or teacher aide certificate or license to be employed denied, revoked, or suspended? |
| Yes | No | 4. Is disciplinary action of your educationally related certificate or license currently pending in any state? |
| Yes | No | 5. Have you ever been investigated for sexual conduct, abuse, or neglect that resulted in any legal action up to and including conviction, or guilty adjudication for violating a civil law or a local ordinance? |
| Yes | No | 6. Have you ever been convicted of any felony or misdemeanor criminal offense? |
| Yes | No | 7. Have you ever participated in a deferred prosecution program resulting from a criminal investigation? |
| Yes | No | 8. Have you ever been acquitted or found not guilty of a criminal offense involving sexual conduct, harm or threat of harm to another, for reasons of insanity, mental disease or defect, diminished mental capacity or comparable legal defense or basis? |
| Yes | No | 9. Other than minor traffic fines, have you ever been convicted, or paid fines, for auto-related incidents or any other non-traffic misdemeanors? |
| Yes | No | 10. Is any criminal or misdemeanor charge pending against you in any state? |
| Yes | No | 11. Have you or a school district (or other employer) you were employed by ever been party to a civil settlement, award, or agreement of any kind that involved an allegation concerning your sexual, physical, or emotional conduct? |

¹ "Immoral Conduct" means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare, or education of any child.

² "Incompetency" means substantial, prolonged patterns of inadequate performance of duties or the lack of ability, legal qualifications or fitness to discharge required duties, affecting the health, welfare safety or education of pupils or children.

For any "Yes" response, provide a detailed written explanation on this or other sheet of paper.

References:

Approved: 6/15/15

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): _____

Name: _____ School/Company: _____ Phone: _____

Position: _____ Address: _____

Basis of Reference (e.g. previous supervisor): _____

Educational History:

High School:

Name: _____ Location: _____

Diploma: Yes No

Post Secondary (most recent first):

School: _____ Location: _____

Diploma: Yes No Type: AA BS BA MA Specialist PhD

Major: _____ Minor/Other: _____

School: _____ Location: _____

Diploma: Yes No Type: AA BS BA MA Specialist PhD

Major: _____ Minor/Other: _____

School: _____ Location: _____

Diploma: Yes No Type: AA BS BA MA Specialist PhD

Major: _____ Minor/Other: _____

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

Work Experience: *(most recent first – attach separate sheet with listing of other relevant experience)*

Employer: _____ Position: _____

Address: _____ Supervisor: _____

City/State/
Zip: _____ Dates of
Employment: _____

Employer: _____ Position: _____

Address: _____ Supervisor: _____

City/State/
Zip: _____ Dates of
Employment: _____

Employer: _____ Position: _____

Address: _____ Supervisor: _____

City/State/
Zip: _____ Dates of
Employment: _____

Employer: _____ Position: _____

Address: _____ Supervisor: _____

City/State/
Zip: _____ Dates of
Employment: _____**Personal Statement:**

You have applied for a position in a school district that is very unique because of its size, demographics and location. How would you contribute to this being one of the best small school districts in Wisconsin?
