

SCHOOL DISTRICT OF CRIVITZ

NON-CERTIFIED EMPLOYMENT APPLICATION

SEND COMPLETED FORM TO:
DISTRICT OFFICE
400 SOUTH AVENUE
CRIVITZ, WI 54114

Position Applied For: _____

Applicant is requested to answer each question completely and accurately. Application may be rejected or receive a lower evaluation because items are incomplete or omitted.

PLEASE TYPE OR PRINT LEGIBLY IN INK

Name _____
Last First M. I. DOB _____

Address _____
No. Street Home Phone (____) _____

City, State, Zip _____ Work Phone (____) _____

EMAIL ADDRESS (REQUIRED) _____

Mailing Address (If different from above): _____

Have you ever been employed here before? If so, give dates from: _____ to: _____

Reason for leaving (use additional paper if necessary): _____

THE FOLLOWING QUESTIONS MUST BE ANSWERED "YES" OR "NO" GIVE DETAILS IN SPACE BELOW

Are you eligible to work in the United States? Yes ☐ No ☐

Have you ever been dismissed from employment for cause? Yes ☐ No ☐

If so, explain and state which jobs below.

Have you ever been convicted of an offense against the law

(including military offenses), are you now under charges of any offense against the law? Yes ☐ No ☐

If your answer is "Yes," give details below, Show: date, charge, place, court and disposition.

NOTE: a conviction per se is not a disqualifying factor. What you were convicted of, and how long ago are important. Give all the facts so that a decision can be made.

EXPLANATIONS TO QUESTIONS ABOVE (Use additional paper if necessary)

The Crivitz School District has a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the District's policy to maintain a work place free from drug and/or alcohol misuse and abuse. Employment will be subject to a satisfactory background check, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. **Your signature on this form is your consent to the drug test.**

EMPLOYMENT HISTORY

Describe your employment history in detail under the headings below, starting with your present or last employer and list in reverse order. Indicate the nature of the work personally performed by you. If two or more positions were held during the same period of time, show the proportion of time spent at each. If your title and duties changed materially in the course of your service in any one organization indicate such changes clearly and as separate employments.

PRESENT OR LAST EMPLOYER

Name of Employer _____ () _____
Phone _____

Address	City	State	Zip
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
To (Mo/Yr)	Description of Duties, Responsibilities, and <i>Significant</i> Accomplishments		
Salary: Starting			
Ending			
No. of Hours Worked Weekly:			
	Reason for Leaving		

PRIOR EMPLOYER

Name of Employer _____ () _____
Phone _____

Address	City	State	Zip
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
To (Mo/Yr)	Description of Duties, Responsibilities, and <i>Significant</i> Accomplishments		
Salary: Starting			
Ending			
No. of Hours Worked Weekly:			
	Reason for Leaving		

PRIOR EMPLOYER

Name of Employer _____ () _____
Phone _____

Address	City	State	Zip
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
To (Mo/Yr)	Description of Duties, Responsibilities, and <i>Significant</i> Accomplishments		
Salary: Starting			
Ending			
No. of Hours Worked Weekly:			
	Reason for Leaving		

EDUCATION

Indicate Last Grade Completed	Name and Address of High School Last Attended	Date of Graduation or G.E.D. Awarded

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects

If you have any additional education or experience, or have taken SPECIAL COURSES, list these below. Please include: Where acquired and the total number of hours involved.

How did you learn of the employment opportunity for which you are applying?

Newspaper ☐ Radio ☐ Job Service ☐ Current Employer ☐ Job Posting ☐ Professional Journal ☐ Other _____

For equal opportunity purposes, we are requesting the following information. This information is optional and will only be used to comply with Federal Equal Employment reporting requirements and for test validation purposes. Please check the appropriate groups below:

Female ☐ White ☐ Black ☐ Asian (Pacific Islander) ☐ Hispanic ☐ Native American ☐

Male ☐ Other (specify) _____

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law or Civil Service Rules and Regulations.

I voluntarily give the Crivitz School District or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

Date _____ Signature _____