

# APPLICATION FOR EMPLOYMENT

School District of Spring Valley  
S1450 Cty. Rd. CC  
Spring Valley, WI 54767  
715-778-5551  
www.springvalley.k12.wi.us

## AN EQUAL OPPORTUNITY EMPLOYER

*The School District of Spring Valley is committed to non-discrimination and complies with all federal and state anti-discrimination laws for employment and student programs.*

### GENERAL INFORMATION

Name (Last)	(First)	(Middle)	Home Telephone ( ) -
Address (Mailing Address)	(City)	(State)	(Zip) Cell Telephone ( ) -
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Driver's License Number (if applying for bus driver position)			

### POSITION

<b>Position Or Type Of Employment Desired</b> <input type="checkbox"/> Cardinal Kids' Club <input type="checkbox"/> Food Service <input type="checkbox"/> Maintenance <input type="checkbox"/> Office <input type="checkbox"/> Teacher's Aide <input type="checkbox"/> Technology <input type="checkbox"/> Transportation <input type="checkbox"/> Other (Please Specify)	<b>Will Accept:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	<b>If Part-Time:</b> <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoon <input type="checkbox"/> Evenings
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Available to Start

Do you have any pending criminal charges or have you ever pled guilty to or been convicted of a misdemeanor or felony or traffic violation which would substantially relate to the position which you are applying for with the School District of Spring Valley? ☐ Yes ☐ No.  
If you checked "yes", please explain.

If you answered "Yes" to the question above, send additional information on a separate sheet of paper regarding the circumstances including location of the court if applicable.

Conviction of a crime or arrest is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense and the relationship between the offense and the position for which you are applying.

### EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? <input type="checkbox"/> Yes <input type="checkbox"/> No    Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No    Year:						
Name and Location						
If no, list the highest grade completed						
<b>College, Business School, Military (Most recent first)</b>						
Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		

Languages Read, Written or Spoken Fluently Other Than English

### VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
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### WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience) (You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.)

Employer	Telephone Number (    )    -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor

Reason For Leaving May We Contact This Employer? ☐ Yes ☐ No

Employer	Telephone Number (    )    -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor

Reason For Leaving May We Contact This Employer? ☐ Yes ☐ No

Employer	Telephone Number (    )    -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor

Reason For Leaving May We Contact This Employer? ☐ Yes ☐ No

Employer	Telephone Number (    )    -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor

Reason For Leaving May We Contact This Employer? ☐ Yes ☐ No

**SPECIAL SKILLS** (Describe any specialized training, apprenticeship, skills, extra-curricular activities, and additional information you feel may be helpful to us in considering your application.)

(Maximum 400 characters)

**REFERENCES** (Give names of three references who have first-hand knowledge of your character, personality, and scholarship)

Name	Address	Official Position	Telephone Phone
			(     )     -
			(     )     -
			(     )     -

I authorize the School District of Spring Valley to investigate my personal employment history, and I authorize any former employer, person, firm, corporation, or government agency to give the School District of Spring Valley any information regarding my employment history. This authorization includes my current employer.

In review of this application, I release from all liability and/or legal claims the School District of Spring Valley and every person seeking or providing information, whether it be oral or written. A photocopy of this release shall be valid as the original and may be relied upon by all persons providing information.

Further, I certify that all information on this application is true, complete, and correct to the best of my knowledge. I understand that any false or misleading statements made by me, or material omission of information requested of me, shall constitute grounds for rejection of my application, or employed, for my immediate dismissal.

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