

BALDWIN-WOODVILLE AREA SCHOOL DISTRICT
550 Highway 12, Baldwin, WI 54002

CERTIFIED PERSONNEL APPLICATION

(APPLICATION MAY EITHER BE TYPED OR HANDWRITTEN LEGIBLY.)

All statements made by applicants for employment on this application form will be checked for accuracy. We offer equal employment opportunities to all persons without regard to race, color, religion, age, marital or veterans' status, sex, national origin, disability/handicap, or any other legally protected status.

DATE OF APPLICATION _____

POSITION FOR WHICH YOU ARE APPLYING? _____

NAME (*First, Middle Initial, Last*) _____

PRESENT ADDRESS

Street _____
City _____
State/Zip _____
Phone _____

PERMANENT ADDRESS

Street _____
City _____
State/Zip _____
Phone _____

GENERAL INFORMATION

1. Do you have the legal right to work in the United States? **YES** **NO**
If not, why? _____

2. Are you under contract? **YES** **NO** If yes, explain: _____

3. Have you applied for a job with us before? **YES** **NO**

4. Is there a criminal charge, felony, or misdemeanor currently pending against you? **YES** **NO**
If you checked "Yes," please give a brief description of the pending charge? _____

Have you ever been convicted of a crime, felony, or misdemeanor, which would substantially relate to the position you are applying for with the District or which would affect your ability to be bonded?
YES **NO** If you checked, "Yes," please give a brief explanatory statement:

(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.)

5. Have you ever been discharged or requested to resign from a position? **YES** **NO** If "Yes," give circumstances. _____

6. Date available for employment: _____

JOB APPLICANT AGREEMENT AND CERTIFICATION

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between this employer and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the employer unless made in writing.

I understand that prior to being offered employment I may be requested to take an employment examination. In the event I have a disability, which will affect my ability to take the test, I will so inform the employer prior to the administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. The employer reserves the right to require medical documentation concerning the need for the accommodation.

I understand that if employed, policies and rules, which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time.

I understand that this application will be kept on active file for thirty days from the date completed, after which time I would have to reapply in accordance with established company procedures.

Signature of Applicant _____

Note: *A complete transcript of all undergraduate and graduate college work and a current license must be placed on file in the Baldwin-Woodville Area School District Business Office at the time of employment. It is the responsibility of the applicant to supply this information upon request.*