



# Deerfield Community School District

300 Simonson Blvd · Deerfield, WI 53531

Phone: 608.764.5431 · Fax: 608.764.2556

\*Submit application to Human Resources at this address

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Provide All Information Requested

Position(s) for which you are applying: \_\_\_\_\_ Date available to start: \_\_\_\_\_

#### Desired Work Schedule:

Do you wish to work:  part-time  full-time  substitute  seasonal

Days available:  Mon  Tues  Wed  Thurs  Fri Time(s) available:  a.m.  p.m.  open

Comments:

### Educational History

High School/College/Other	Location	Start Date	Graduation Date	Degree	Other Classes Taken

## Employment History

*Starting with present or most recent, list all previous employment. If more than five years, list positions for last five years; if none, please indicate reason.*

Company:	From (mm/yy)	To (mm/yy)	Phone:
Address:	Supervisor:		
Job Title:	May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Reason for Leaving:			

Company:	From (mm/yy)	To (mm/yy)	Phone:
Address:	Supervisor:		
Job Title:	May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Reason for Leaving;			

Company:	From (mm/yy)	To (mm/yy)	Phone:
Address:	Supervisor:		
Job Title:	May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Reason for Leaving:			

**PERSONAL BACKGROUND:** (Include any description of your experience, special skills or training which you believe will contribute to your success in the position for which you are applying. Note any certification or licensure you hold.)

Have you ever been dismissed/terminated/discharged or encouraged/asked to resign from a position?

YES  NO

## References

Please list three professional references. Include only those who have knowledge of your work experience.

Name:	Title/Position:
Organization:	Phone Number:
Email or Mailing Address:	

Name:	Title/Position:
Organization:	Phone Number:
Email or Mailing Address:	

Name:	Title/Position:
Organization:	Phone Number:
Email or Mailing Address:	

## Authorization, Release and Certification

- Are you eligible for employment in the United States?  YES  NO
- If employed, could you furnish verification of your legal right to work in the United States?  YES  NO

*I certify I fully understand the contents of this application and that all information on this application is true and correct and without omissions. I understand that any false or misleading statements by me, or material omissions of information requested of me, may result in rejection of my application or if employed, my immediate dismissal.*

*I hereby give permission to the District to seek to verify and supplement the information set forth in the application. I release from all liability or legal claims every person seeking or providing information, whether oral or written. A photocopy of this release shall be as valid as the original, and may be relied upon by all persons providing information.*

*I understand and agree that if hired, I may voluntarily leave employment at any time, for any reasons, and that the District may end my employment at any time for any reason in accordance with Board Policies and the Employee Handbook.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: [deerfield.k12.wi.us](http://deerfield.k12.wi.us). The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

For more information or to file a complaint, contact Karen Frey, [freyk@deerfield.k12.wi.us](mailto:freyk@deerfield.k12.wi.us), or Brett Jacobson, [jacobsonb@deerfield.k12.wi.us](mailto:jacobsonb@deerfield.k12.wi.us), 608-764-5431, Deerfield Community Schools, 300 Simonson Boulevard, Deerfield, WI 53531.

## Background Check

*The Deerfield Community School District conducts background checks on all employees.*

Name: (First, Middle, Last)		Current Address:	
Other Name(s) Used: (alias, maiden)		Former Address:	
Social Security Number:	*Date of Birth: (mm/dd/yyyy)	*Race:	*Gender:

**\*This information will be used only for the purpose of conducting the background check. The information provided above will not be considered as a basis for any employment decisions.**

- Do we have your permission to conduct a background check on you?  YES  NO
- Is there a criminal charge, felony or misdemeanor currently pending against you?  YES  NO  
(If yes, please provide an explanation in an attached statement.)
- Have you ever been convicted or pled guilty or no contest to a felony or misdemeanor?  YES  NO  
(If yes, please provide an explanation in an attached statement.)

A criminal conviction is a final judgment of a verdict or a finding of guilty, a plea of guilty or a plea of nolo contendere (no contest) in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. An arrest or criminal charge, which did not lead to criminal charges, need not be disclosed in response to these questions.

If you answered yes to any of the questions above related to disclosure of pending criminal charges and/or convictions, you must attach a letter of explanation for each such pending criminal charge and each conviction, which includes the facts and the nature of charge/conviction, the date when it occurred, the city and state where it occurred, the sentence, including any incarceration and probation/parole length and condition, and any other relevant information.

Pending criminal charges and/or a record of a conviction(s) are not an absolute bar to employment. The District will consider the charges and convictions in light of the job for which you are applying in accordance with the Wisconsin Fair Employment Act.

Any omission, incomplete information, false answer, or false statement by an applicant in response to the questions during the application period concerning criminal convictions or charges will be grounds for the District to refuse to hire you or for the District to terminate employment upon learning of the dishonesty.

*My signature below authorizes the District to conduct a background investigation and authorizes release of information in connection with my application for employment.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_