APPLICATION FOR EMPLOYMENT -- SUPPORT STAFF
Hurley School District
5503 W Range View Drive
Hurley, WI 54534-9000
(715) 561-4900

Date	Received	in	District	Office:

NAME:		Email Address:				
Last First	Middle					
ADDRESS:Street		City	State	Zip		
		•		•		
HOME PHONE:	_ CELL PHONE:	WORK P	HONE:			
SOCIAL SECURITY NO.:	D	Date available to start work:				
Are you a U.S. citizen? Yes No _ Yes No	If not, do you have an entry permit that allows you to lawfully work in the U.S.?			the U.S.?		
POSITION(S) DESIRED: Office Staff: Building Secretary Part-time Building Secretary Business Services Administrative Assistant Business Services Director Financial Assistant	Food Service: Part time Cook Full time Cook Substitute Cook Supervisor Other Position:		eaner Library Substitu	l Ed. ute		
GENERAL INFORMATION: (All ap	plicants must complete	e this portion.)				
Educational Background:						
High School:	Address	<u> </u>				
Did you Graduate? No. of years attended if not a graduate: Do you have a G.E.D.?						
Vocational School:	Addre	ss:				
Dates attended: Courses taken:						
Did you receive certification or degre	es as a result of such at	tendance?				
Identify:						
College:	Address: _					
Did you graduate?	Degree:					
Major:						
Minor:						

Work Experience: (List most recent first) Firm or Agency: _____ Address: ____ Telephone Number: _____ Dates there: _____ Type of Work: _____ Reason for Leaving: Firm or Agency: Address: ____ Telephone Number: _____ Dates there: _____ Type of Work: _____ Reason for Leaving: Firm or Agency: _____ Address: _____ Telephone Number: _____ Dates there: _____ Type of Work: Reason for Leaving: **List Three References from Work Experience**: Name Position Address Phone No. **List Three Personal References** (Who are not related to you) Name Address Occupation Phone No. May we contact your present employer? Yes __ No ____ Have you ever been fired or disciplined? If so, why? Rate yourself on work attendance: Excellent Good Fair _____ Have you ever been convicted of a felony? If so, please explain in a confidential letter. (A criminal record does not constitute an automatic bar to employment, and will be considered only if the circumstances of the

conviction relate to the circumstances of the particular job in question.)

Clerical Skills (If app	lying for office v	work). Indicate if yo	ou have experience in any o	f the following:
Typing (wpm)	Filing	Transcription	Accounting
Computer/Word P	rocessing	Technology:		
Other machines, s	okiiis			
List any computer soft	tware programs	s with which you are	e proficient:	
Please indicate why y show why you would I			n the Hurley School District,	including information which would
authorize you to contact	references, past of the relevant to my a	or present employers, application for employ	, persons, schools, law enforcer yment. If employed by this scho	o the best of my knowledge. I hereby ment agencies and other sources of ool district, I understand that any
		Signature:		
		Date		

The Hurley School District does not discriminate in employment on the basis of age, race, color, sex, sexual orientation, marital status, disability, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law. An opportunity will be available during the selection process for persons with disabilities to advise the District of any need for reasonable accommodation.

Dear Applicant:

We are pleased to welcome you as an applicant for a job. The District's hiring procedures are as follows:

No appointment to a vacancy is official until approved by the School Board. The normal procedure for filling vacancies is that the board approves advertising for the vacancy. The administration advertises for the vacancy with appropriate outside agencies and publications. The administration reviews the applications, credentials and recommendations received including applications from substitutes. All candidates are given equal consideration. After reviewing the application materials, the administration selects candidates for a personal interview. The best qualified candidate that will best meet the needs of the district is offered the position pending school board approval and begins to work for the district. The candidate is recommended to the school board at the next regularly scheduled meeting. The administration is authorized to temporarily fill vacancies without following the above steps in order that services will not be interrupted.

We welcome people to work in a substitute capacity for the School District. Those who work as substitutes will be given equal consideration for a full time position along with other applicants. Some people have had the misunderstanding that if they worked as a substitute and worked longer than other substitutes they will automatically be entitled to a job when a vacancy occurs. This is not true. Substitutes are not given preferential treatment in the selection procedure. Employees are selected to be recommended for positions on the basis of their qualifications as evaluated by those persons who conduct the interview. The person who is judged to be best qualified and the most advantageous to the District is recommended to the Board for approval.

Include a resume if available, but do not use it in place of application information. Please complete the application fully.