

**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 PHONE:** \_\_\_\_\_

**SOCIAL SECURITY NO.:** \_\_\_\_\_ Date available to start work: \_\_\_\_\_

Are you a U.S. citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, do you have an entry permit that allows you to lawfully work in the U.S.?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**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: \_\_\_\_\_

**Custodial:**

- \_\_\_ Custodian
- \_\_\_ Part time Cleaner
- \_\_\_ Substitute Cleaner
- \_\_\_ Supervisor

**Aide:**

- \_\_\_ Regular Ed.
- \_\_\_ Special Ed.
- \_\_\_ Library
- \_\_\_ Substitute

**GENERAL INFORMATION: (All applicants must complete this portion.)**

**Educational Background:**

**High School:** \_\_\_\_\_ Address: \_\_\_\_\_

Did you Graduate? \_\_\_\_\_ No. of years attended if not a graduate: \_\_\_\_\_ Do you have a G.E.D.? \_\_\_\_\_

**Vocational School:** \_\_\_\_\_ Address: \_\_\_\_\_

Dates attended: \_\_\_\_\_ Courses taken: \_\_\_\_\_

Did you receive certification or degrees as a result of such attendance? \_\_\_\_\_

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:**

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Phone No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**List Three Personal References (Who are not related to you)**

<u>Name</u>	<u>Address</u>	<u>Occupation</u>	<u>Phone No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.)



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.