

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.)

Clerical Skills (If applying for office work). Indicate if you have experience in any of the following:

Typing (wpm _____) Filing Transcription Accounting
 Computer/Word Processing Technology: _____
 Other machines, skills: _____

List any computer software programs with which you are proficient:

Please indicate why you are interested in a position with the Hurley School District, including information which would show why you would be an asset to the District.

My signature below certifies that all statements made on this application are true and correct to the best of my knowledge. I hereby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies and other sources of information which may be relevant to my application for employment. If employed by this school district, I understand that any misrepresentation of factual information contained herein may be cause for dismissal.

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.

HURLEY SCHOOL DISTRICT

5503W RANGE VIEW DRIVE
HURLEY WI 54534

APPLICANT'S DISCLOSURE AND CONSENT RELEASE OF INFORMATION For Employment or Volunteer Work

Applicant Information (Please Print)

Email Address:

Name (First, Middle, Last)	Current Address (Street Address)		
Other Names(s) Used: (ex. Maiden)	City:	State:	Zip:
Other Name(s) Used:	Former Address: (1)		
Social Security Number:	City:	State:	Zip:
Driver's License Number:	State:	Former Address: (2)	
Date of Birth:	Place of Birth (City, State, County)	City:	State: Zip:

Applicant Instructions: Please read this disclosure and consent form carefully before signing. You will be provided with a copy of this form at any time upon request.

Notice Regarding Background Investigation

Hurley School District may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a consumer report and/or an investigative consumer report, which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates, including motor vehicle record (or "driving record") checks, workers compensation records, credit bureau files, employment references, personal references, drug screening, any educational and licensing institution or military branch and to receive any criminal record information pertaining to you which may be in the files of any Federal, State or Local criminal justice agency in Wisconsin or any other State. These reports may be obtained at any time after receipt of your authorization and, if you are approved, throughout your employment or volunteering. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. All results will be kept CONFIDENTIAL. The information obtained will not be provided to any parties other than to designated Hurley School District personnel.

Disclosure and Consent Concerning Consumer Reports for Employment Applications and Volunteer Purposes.

This consent and release has been provided to you for this employer to request a consumer report or investigate consumer reports in connection with your application for employment or volunteering, or during the course of your employment or volunteering, if any.

According to the Fair Credit Reporting Act, if any adverse decision is made with regard to application for employment/volunteering, based entirely or in part on the information contained in a consumer report or investigative consumer report prepared by a consumer reporting agency, you are entitled to receive a copy of this report upon written request, and a disclosure of the nature and scope of the investigative report. Your signature below indicates that you have carefully read and understand that a consumer report or investigative consumer report regarding you may be requested and reviewed for employment/volunteer purposes, including any future decisions concerning your employment, promotion or retention as an employee/volunteer. Additionally, your signature below reflects your understanding that such consent will remain in effect indefinitely until you revoke it in writing.

Consent Statement

I have carefully read and understand this disclosure and consent form and by my signature consent to the release of consumer or investigative consumer reports, as defined above in conjunction with my application. I further understand this consent will apply during the course of my employment, should I obtain such employment; or for during the course of my volunteering, and that such consent will remain in effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so. I further understand that any and all information contained in my job application or volunteer application, or otherwise disclosed to this employer by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Employer and confirm that all such information is true and correct.

I, the undersigned, do hereby certify that the information provided by me for the purpose of employment or volunteer work is true and complete to the best of my knowledge. I understand that any false statements will be considered as a cause for possible dismissal.

I authorize Corporate Security Solutions, to disclose orally and in writing the results of this verification process and/or interview to authorized representatives of the Hurley School District. I do hereby agree to forever release and discharge the District, or agent, Corporate Security Solutions and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint arising from the retrieving and reporting of information.

Acknowledgement and Authorization

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and summary of my rights under the Fair Credit Reporting Act, and certify that I have read and understand both. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment, or volunteer work. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by the consumer reporting agency, another outside organization acting on behalf of Employer, and/or Employer itself.

Applicant:

Signature: _____

Date: _____

Applicant Name Typed or Printed: _____

Corporate Security Solutions, Inc.