

## **DEERFIELD COMMUNITY SCHOOL DISTRICT**

### ***Support Staff and Substitute Application Form***

*Please print in ink or type all answers*

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#### **• SECTION 1: Demographic Information •**

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**Date:**     /     /    

**Name:**     Last     First     Middle

**Address:**     Street     City     State     Zip Code

**Telephone Number:** (     )    

**Position Sought:**

Have you ever served in the U.S. Armed Forces?    ☐ Yes    ☐ No

If yes, please explain:    

Have you ever been convicted of any crime, other than minor traffic violations\*?    ☐ Yes    ☐ No

If yes, please explain:    

Do you currently have any legal charges pending\*?    ☐ Yes    ☐ No

If yes, please explain:    

\*(Note: Convictions are not an automatic bar to employment and the district complies with the Wisconsin statute prohibiting arrest and conviction record discrimination. Each case is considered on its own merit. A conviction not reported can be cause for termination.)

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#### **• SECTION 2: Education & Training •**

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➤ If you have a resume containing the information in sections 2-4 please attach it and skip to section 5.

	<b># of Years Completed</b>	<b>Dates Attended</b>	<b>Did You Graduate?</b>
<b>High School</b>			
<b>Undergraduate</b>			
<b>Graduate</b>			

List any special training (vocational school, short courses, workshops, etc.) that you have had:

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If the job announcement requires completion of specific courses of training, indicate which you have completed:

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If the job announcement requires the operation of specific machinery or special skills, list those at which you are competent:

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**• SECTION 3: Employment Record •**

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Complete the following information for your past three places of employment. Attach additional sheets if necessary.

*Employer Name:* \_\_\_\_\_

*Employer Address:* \_\_\_\_\_

*Immediate Supervisor:* \_\_\_\_\_ *Title:* \_\_\_\_\_

*Dates Employed:* From \_\_\_\_\_ To \_\_\_\_\_

*Position(s) Held:* \_\_\_\_\_

*Description of Duties:* \_\_\_\_\_

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*Starting Salary:* \$ \_\_\_\_\_ hourly / monthly *Final Salary:* \$ \_\_\_\_\_ hourly / monthly  
(circle one) (circle one)

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*Employer Name:* \_\_\_\_\_

*Employer Address:* \_\_\_\_\_

*Immediate Supervisor:* \_\_\_\_\_ *Title:* \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ hourly / monthly      Final Salary: \$ \_\_\_\_\_ hourly / monthly  
(circle one) (circle one)

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ hourly / monthly      Final Salary: \$ \_\_\_\_\_ hourly / monthly  
(circle one) (circle one)

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**• SECTION 4: References •**

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List the name, title, address, phone, and relationship of three persons with knowledge of your character, experiences, and ability. Do not list relatives.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

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**• SECTION 5: Statement and Authority to Release Information •**

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**- Please read this statement carefully before you complete this application -**

*I understand that if I am employed, any misrepresentation or omission of material facts on this application (or attached resume) is sufficient cause for dismissal. My continued employment will depend upon the successful performance of work assigned to me. The district, in considering my application for employment, may verify the information set fourth on this application (or attached resume) and obtain additional information relating to my background. I authorize all persons, schools, companies, corporations, credit bureaus, law enforcement agencies, and doctors to supply any information concerning my background. Provided state law permits, I further agree to submit to alcohol and/or drug screening tests and polygraph examinations, if requested of me at any time prior to or during my employment. A copy of this authorization shall be as effective as the original.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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*The Deerfield Community School District prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.*

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