

**SCHOOL DISTRICT OF POYNETTE  
EMPLOYMENT APPLICATION FOR NON-CERTIFIED STAFF**

**PERSONAL INFORMATION:**

<b>Name:</b>	
<b>Address:</b>	<b>Home Phone:</b> <b>Work Phone:</b>
<b>City/State/Zip:</b>	<b>Expected Salary Range:</b>
<p>Have you ever been convicted of, or do you presently have pending any violations of law other than minor traffic violations? (In accordance with Sate Law, pending charges or convictions will not be used or considered unless they are substantially related to circumstances particular to the position.) (Failure to check the appropriate box may affect employment.) <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain.</p> <p>The School District of Poynette reserves the right to conduct a criminal background check prior to offering a contract to an individual.</p>	<b>Date of Birth:</b> (required for background check)  <b>Email</b>

<b>Position:</b>	
<b>Date you can start:</b>	<b>Salary Desired:</b>
<b>Are you employed now?:</b>	<b>May we contact your employer:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Have you ever applied to this District before?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>When?:</b>

**EDUCATION AND TRAINING:**

School	Name and Location	Graduated		Major Subjects	GPA
High School		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
College/ University		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Other (Specify)		<input type="checkbox"/> Yes	<input type="checkbox"/> No		

**OTHER INFORMATION:**

<b>Subjects of special study or research work:</b>
<b>Special training:</b>
<b>Activities: (civic, athletic, etc.)</b>
<b>Please list all states/countries in which you have resided:</b>

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**FORMER EMPLOYERS:**

<b>Date Month/Year</b>	<b>Name and Address of Employer</b>	<b>Phone #</b>	<b>Salary</b>	<b>Position</b>	<b>Reason for Leaving</b>
<b>From:</b>			\$		
<b>To:</b>			<b>Per:</b>		
<b>From:</b>			\$		
<b>To:</b>			<b>Per:</b>		
<b>From:</b>			\$		
<b>To:</b>			<b>Per:</b>		
<b>From:</b>			\$		
<b>To:</b>			<b>Per:</b>		

**REFERENCES: Give the names of three persons not related to you, whom you have known at least one year.**

<b>Name</b>	<b>Email</b>	<b>Address</b>	<b>Phone</b>	<b>Business</b>	<b>Years Acquainted</b>

**You may attach information that describes any education, training or experience you have had which is not covered above, such as correspondence courses, in-service training, or volunteer work, etc. which you feel is relevant to the job for which you are applying. Also include relevant licenses or certificates. (Be Specific)**

I certify that the statements made in this application, and in any document submitted by me with this application, are true and correct and understand that my employment may be terminated for any misstatement, misrepresentation, or omission of fact on this application. The completion of this application and acceptance by the School District of Poynette does not imply a guarantee of employment. I hereby authorize the School District of Poynette, without liability, to contact prior employers (present if authorized) or reference given by me and authorize said employers or references to make full response to any inquiries by the School District of Poynette in connection with this application for employment. I further authorize the School District of Poynette to perform criminal background checks, driver's license checks and/or any other background checks the School District of Poynette deems necessary. I understand that my employment at the School District of Poynette may be affected by information disclosed by such background checks. I acknowledge that I have read this section and understand it.

**Signature:**

**Date:**

It is the policy of the School District of Poynette that no person may be denied employment, or be denied the benefits of, or be discriminated against in any activity because of the person's sex, color, ancestry, disability, marital status, race creed, age, use of lawful products, arrest or conviction record, honesty testing, national origin, pregnancy or childbirth, sexual orientation, genetic testing, or military service membership as required by s.111.31-111.395.13, Wis. Statutes.

**Criminal Background Disclosure Statement for all Employees (including Extra Duty Workers)**

The tremendous responsibility the School District of Poynette has to its students and community necessitates the following information from all applicants **and volunteers** regarding convictions.\* A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or **volunteer opportunities**. If currently employed with the district, it may be cause for dismissal. Applicants must report any convictions that occur subsequent to the time they initially completed this form.

Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_ Location of Birth: \_\_\_\_\_  
(Month/Date/Year) (County, State/Country)

**\*\*IF employee is under the age of 18, a parent/guardian must sign this form**

Other Names Used: \_\_\_\_\_ Dates of Use: \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Have you ever been convicted\* or do you presently have pending any violations of law other than minor traffic violations? (In accordance with state law, convictions or pending charges will not be used or considered unless they are substantially related to circumstances of the particular job.)

\_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, please fill in the information below and attach a letter of explanation. If you have more than two convictions or pending charges, list them on a separate sheet.

**\*Conviction** means the final judgment or a verdict or a finding of guilt, a plea of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of the School District of Poynette. I understand that my employment is not finalized until the background investigation has been completed.

I certify that the answers given by me in this application are true and correct without omissions of any kind. I agree that the District shall not be held liable in any respect if my employment is terminated because of false statements or omissions or information made by this application. In consideration of the school district's review of this application, I hereby release the District as well as all providers of information from any liability and for any damage which may result from the furnishing and receiving of this information.

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

Parent/Legal Guardian Signature (\*\*if employee is under the age of 18) \_\_\_\_\_ Date \_\_\_\_\_

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<b>Office Use Only</b> Background check for / Requested by (initials): _____ Employment (Building location/position) _____	SSA/DOJ/SO/CCAP
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