



# SCHOOL DISTRICT OF JEFFERSON

206 S. Taft Avenue, Jefferson, WI 53549  
 PHONE: (920) 675-1000 FAX: (920) 675-1020  
 WEBSITE: [www.jefferson.k12.wi.us](http://www.jefferson.k12.wi.us)

## APPLICATION FOR SUPPORT STAFF PERSONNEL

Position for which you are applying: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<b>PERSONAL</b>	Last Name		First	Middle	Social Security Number	
	Current Address [Number, Street, City, State, Zip]				Telephone Numbers Home (    ) Work (    ) Cell (    )	
	Are you available to work: _____ Full Time _____ Part Time		On what date would you be available for work? _____			
	If part time, specify days and hours: _____		Are you currently on "layoff" status and subject to recall? _____			
Were you previously employed by us? _____ If yes, when? _____			Are you currently employed? _____ May we contact your present employer? _____			

<b>EDUCATION</b>	SCHOOL	SCHOOL NAME AND LOCATION	YEARS COMPLETED	DIPLOMA/ DEGREE	COURSE OF STUDY
	ELEMENTARY		5 6 7 8		
	HIGH SCHOOL		1 2 3 4		
	COLLEGE		1 2 3 4		
	OTHER (SPECIFY)		1 2 3 4		
State any additional information you feel may be helpful to us in considering your application:					

The School District of Jefferson is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate against any person on any basis prohibited by applicable law.

EMPLOYMENT HISTORY	List in order of last or present employer first			
	EMPLOYMENT DATES	EMPLOYER	POSITION	REASON FOR LEAVING

REFERENCES	It is the applicant's responsibility to list the names of at least three reference sources including current employer if employed, or last employer if not currently employed. This information <u>must</u> be provided to the School District of Jefferson in order to be considered for employment.		
	NAME AND LOCATION	TITLE/POSITION	TELEPHONE NUMBER

Have you ever been convicted of a felony or a misdemeanor?  Yes\*  No

Do you have any pending arrests for crimes which affect the essential functions of the job for which you are applying?  Yes\*  No

\*Please explain each yes above: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Arrest or conviction of a crime is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

### AGREEMENT

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the School District of Jefferson and will be kept active for one year. The District reserves the right to accept or reject this application. I further agree to observe all rules, regulations, and policies of the District.

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

I hereby authorize the District to conduct work history, personal reference, and/or police record inquiries to determine my acceptability for employment. Furthermore, I release all parties from liability for any damage that may result from furnishing same to you.

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

Return Application to: School District of Jefferson, 206 South Taft Avenue, Jefferson, WI 53549