



## TWO RIVERS PUBLIC SCHOOL DISTRICT

4521 Lincoln Avenue  
Two Rivers, WI 54241

(920) 793-4560  
FAX (920) 793-4014

### APPLICATION – SUPPORT STAFF

*The Two Rivers Public School District is an equal opportunity employer.*

#### PERSONAL INFORMATION

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name \_\_\_\_\_

Present Address \_\_\_\_\_  
Last First Middle  
Street City State

Permanent Address \_\_\_\_\_  
Street City State

Telephone – Home \_\_\_\_\_ Telephone – Work \_\_\_\_\_

Home Email \_\_\_\_\_

All offers of employment are contingent on the production of documents which verify eligibility to work in this country.

#### EMPLOYMENT DESIRED

Positions for which you have applying:

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> Secretary            | <input type="checkbox"/> Noon Hour Supervisor  | <input type="checkbox"/> Full Time  |
| <input type="checkbox"/> Library/Teacher Aide | <input type="checkbox"/> Maintenance/Custodial | <input type="checkbox"/> Part Time  |
| <input type="checkbox"/> Cook/Food Server     | <input type="checkbox"/> Temporary Summer Help | <input type="checkbox"/> Substitute |

Other (Please list) \_\_\_\_\_

#### EDUCATIONAL HISTORY

High School \_\_\_\_\_ Location \_\_\_\_\_ Did you graduate? \_\_\_\_\_

#### POST HIGH SCHOOL EDUCATION

School	Location	Dates Attended	Major	Minor	Degree Earned and Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**WORK EXPERIENCE (MOST RECENT FIRST)**

Dates of Employment \_\_\_\_\_ Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Telephone Number \_\_\_\_\_

Position \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

---

Dates of Employment \_\_\_\_\_ Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Telephone Number \_\_\_\_\_

Position \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

---

Dates of Employment \_\_\_\_\_ Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Telephone Number \_\_\_\_\_

Position \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

---

**BACKGROUND INFORMATION**

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

Is your current employer aware of your application for another job? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been dismissed or resigned from employment based in whole or in part of evidence that you engaged in immoral conduct? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide an explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

If yes, please provide an explanation: \_\_\_\_\_

\_\_\_\_\_

(A conviction will not be an automatic bar to employment and will be considered only as it relates to the job in question.)

Have you ever paid a civil forfeiture or fine for a non-traffic-related offense (including municipal ordinance violations)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide an explanation below:

\_\_\_\_\_

\_\_\_\_\_

(Payment of a civil forfeiture or fine will not be an automatic bar to employment and will be considered only as it relates to the job in question.)

Do you have any charge(s) pending against you? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide an explanation below:

\_\_\_\_\_

\_\_\_\_\_

(A pending charge or arrest is not an automatic bar to employment and will be considered only as it relates to the job in question.)

**PERSONAL STATEMENT**

You have applied for a job with our school district, which is a district described as exemplary and focused on continually improving student learning. Tell how you would function as a team member in a setting such as this, which is known for its innovation and flexibility in implementing change.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Name	Employer	Address	Telephone Number

**AUTHORIZATION**

I authorize investigation of all statements contained in this application or made by me during my interview. I understand that misrepresentation or omission of facts called for is cause for dismissal. I agree that the District shall not be held liable if I am denied employment or terminated following employment if it is verified that I submitted false statements and/or omitted substantive information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I voluntarily grant the Two Rivers Public School District the right to investigate the statements I have made in this application, as well as other job-related information and activities. This investigation may include a consumer report or report from a retail credit bureau. I also authorize any former employer, person, firm, corporation or government agency to disclose to the Two Rivers Public School District any information they have regarding me. I release the Two Rivers Public School District, as well as any providers of information, from any liability, and for any damage which may result from the furnishing of this information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Interviewed By:

Salary Classification:

Assignment:

Date:

**DISCLOSURE STATEMENT & CONSENT TO CONDUCT CRIMINAL CHECK**

The tremendous responsibility the Two Rivers Public School District has to its school children and community necessitates the following information from all applicants 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 may be cause for dismissal if employed. Applicants must report any convictions that occur subsequent to the time they initially completed this form. Please provide all the information requested within three work days to the District Administrator, Two Rivers Public School District, 4521 Lincoln Avenue, Two Rivers, WI 54241.

Name \_\_\_\_\_

Current Address \_\_\_\_\_

Other Names Used \_\_\_\_\_ Dates of Usage \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Have you ever been convicted\* of 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 INFORMATION**

	Conviction charge # 1	Conviction charge #2
a. Date of Conviction:		
b. Court of Conviction:		
c. City:		
d. State:		
e. Amount of Fine:		
f. Length of Jail Term:		
g. Remarks:		
h. Length and Terms of Probation:		

*\*Conviction means the final judgment of a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere, in any municipal, state, or federal court of competent jurisdiction in a misdemeanor, civil, or 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 Two Rivers School District to contact the Wisconsin Department of Justice (Criminal Information Bureau) as well as any other local or state law enforcement office, to investigate all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of the Two Rivers Public School District. I also authorize the District to obtain any and all information resulting from background checks or investigations conducted by the Department of Public Instruction. I understand that my employment is not finalized until the background investigation has been completed. This consent shall be interpreted liberally in favor of the District's access to information.

I certify that the information provided above is 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 denied or terminated because of false statements, answers provided, or omissions made by me in 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 \_\_\_\_\_

The Two Rivers Public School District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education program or activities.