



SCHOOL DISTRICT OF PRENTICE  
 1025 Town Street  
 Prentice, WI 54556  
 715-428-2811, FAX 715-428-2815

United for Educational Excellence

**APPLICATION FOR EMPLOYMENT — SUPPORT STAFF**

Each item on this application is important. Please complete carefully and accurately.

**Date application:** \_\_\_\_\_

**PERSONAL INFORMATION**

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

Present Address \_\_\_\_\_  
 Street City State Zip Phone Number

Permanent Address \_\_\_\_\_  
 Street City State Zip Phone Number

Additional phone numbers where you may be reached during the day: \_\_\_\_\_

Social Security Number \_\_\_\_\_ Drivers License Number \_\_\_\_\_

Date available for employment \_\_\_\_\_

**GENERAL INFORMATION**

Include a resume of qualifications. The applicant must provide college transcripts and placement file, where applicable.

Position(s) for which you are applying \_\_\_\_\_

Applications will only be accepted when a vacancy is posted.

Have you filed an application with this school district within the last year? \_\_\_\_\_

**EDUCATION AND TRAINING**

Please list in order of attendance all education institutions attended.

Institution	City/State	Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe any other education or training (vocational, business, apprenticeships, correspondence courses, etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PREVIOUS WORK EXPERIENCE**

(List most recent first)

Inclusive Dates		Name and Address of Employer	Position/Duties
From To	Full Part-time?		
Mo/Yr	Mo/Yr		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## REFERENCES

(Include your most recent supervisors)

1. Name	_____	Title	_____
Address	_____	Phone Number	_____
2. Name	_____	Title	_____
Address	_____	Phone Number	_____
3. Name	_____	Title	_____
Address	_____	Phone Number	_____

Do you presently have any pending violations of law including ordinance violations other than minor traffic violations?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**If you are recommended for employment a criminal background check and physical entrance examination must be satisfactorily completed before you will be hired.**

*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, answers or omissions made by me in this application. I authorize the School District of Prentice to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation or governmental agency to disclose to the School District of Prentice any information they may have regarding me. 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. A copy of this authorization and release is as valid as the original and should be recognized as such.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

The School District of Prentice is an equal opportunity employer. This school district does not discriminate on the basis of race, religion, political affiliation, disability, sex or sexual orientation, age, national origin, citizenship, handicap, marital status, ancestry, color or any other reason prohibited by state or federal law. Employers of this District are required to comply with the provisions of Title VI of the Civil procedure, contact the District's nondiscrimination officer at 715-428-2811.

An opportunity will be available during the selection process for persons with disabilities to advise the District of any need for reasonable accommodation.

Send application and materials to:

SCHOOL DISTRICT OF PRENTICE  
ADMINISTRATION OFFICE  
P.O. Box 110  
Prentice, WI 54556