

# SCHOOL DISTRICT OF BROWN DEER

Personnel Office

8200 North 60<sup>th</sup> Street • Brown Deer, WI 53223

Phone (414) 371-6750 • Fax (414) 371-6751 • www.bdsd.k12.wi.us

## APPLICATION FOR EMPLOYMENT

DATE OF APPLICATION \_\_\_\_\_

Each Item on this application is important. Read and complete carefully and accurately. Please print or type.

A complete transcript of all undergraduate and graduate college work, credentials and a current teaching certificate, if applicable, must be on file in the District Office prior to employment. It is the responsibility of the applicant to supply this information prior to the closing date of the posted position.

Please include a vita or résumé of qualifications.

### GENERAL INFORMATION

Last Name		First Name		Middle Name	
Mailing Address		City		State Zip Code	
How long have you lived at this address?	Home Telephone		Work Telephone		Social Security Number
POSITION APPLYING FOR:	YEARS OF EXPERIENCE:	WHEN WILL YOU BE AVAILABLE?	ARE YOU UNDER CONTRACT?	EXPIRATION DATE OF CONTRACT:	

Check all that apply:    \_\_\_Regular            \_\_\_Substitute            \_\_\_Full-time            \_\_\_Part-time

List Highest College Degree: \_\_\_\_\_ Year Obtained \_\_\_\_\_ GPA \_\_\_\_\_

Major/Minor \_\_\_\_\_

Coaching/Advising Interest \_\_\_\_\_

For teaching positions complete the following:

Grade/Subject Applying for: \_\_\_\_\_

Grade(s)/Subject(s) Taught: \_\_\_\_\_

Teaching Certificate Code Numbers (if known): \_\_\_\_\_

The School District of Brown Deer does not discriminate on the basis of religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap or other bases prohibited under state or federal law.



Applicant's Name \_\_\_\_\_

### **EMPLOYMENT REFERENCES**

Please give accurate, complete full time and part time employment record. Start with present or most recent employer.

<b>1</b>	Name of Employer/District	Employed (State Month and Year) From            To            Total Yrs.
	Address	Full Time___ Part Time___ (check 1) Last Hourly Pay Rate/ Salary:
	Name and Title of Supervisor	Supervisor's Business Phone
	State Position and Describe Your Work (i.e. grade level or subject)	Reason for Leaving

<b>2</b>	Name of Employer/District	Employed (State Month and Year) From            To            Total Yrs.
	Address	Full Time___ Part Time___ (check 1) Last Hourly Pay Rate/ Salary:
	Name and Title of Supervisor	Supervisor's Business Phone
	State Position and Describe Your Work (i.e. grade level or subject)	Reason for Leaving

<b>3</b>	Name of Employer/District	Employed (State Month and Year) From            To            Total Yrs.
	Address	Full Time___ Part Time___ (check 1) Last Hourly Pay Rate/ Salary:
	Name and Title of Supervisor	Supervisor's Business Phone
	State Position and Describe Your Work (i.e. grade level or subject)	Reason for Leaving

<b>4</b>	Name of Employer/District	Employed (State Month and Year) From            To            Total Yrs.
	Address	Full Time___ Part Time___ (check 1) Last Hourly Pay Rate/ Salary:
	Name and Title of Supervisor	Supervisor's Business Phone
	State Position and Describe Your Work (i.e. grade level or subject)	Reason for Leaving

List additional relevant employment on a separate sheet.

We will contact the employers listed above prior to an offer of employment. Indicate, by number, employers you do not want us to contact during the interview/selection process. \_\_\_\_\_ Reason \_\_\_\_\_

Applicant's Name \_\_\_\_\_

**GENERAL QUESTIONS**

- 1. Have you ever worked for the School District of Brown Deer under a different name? \_\_\_Yes \_\_\_No  
If yes, what name \_\_\_\_\_
- 2. Have you previously filed an application under your present name or a different name? \_\_\_Yes \_\_\_No  
If yes, when \_\_\_\_\_
- 3. Are any of your relatives, including spouse, currently employed by the School District of Brown Deer? \_\_\_Yes \_\_\_No  
If yes, please list name and position \_\_\_\_\_
- 4. Who suggested that you apply for a position with the School District of Brown Deer? \_\_\_\_\_
- 5. Please list any language, other than English, that you speak fluently. \_\_\_\_\_
- 6. Are you 18 years old or older? \_\_\_Yes \_\_\_No
- 7. Are you a citizen of the United States? \_\_\_Yes \_\_\_No
- 8. Do you currently hold a valid driver's license? \_\_\_Yes \_\_\_No
- 9. Are you able to perform the essential functions of the position for which you are applying either with or without reasonable accommodation? \_\_\_Yes \_\_\_No

Note: For all "Yes" answers for questions 10 - 16, attach a detailed explanation, including all relevant documentation. (e.g. letters, court documents etc.)

- 10. Are you the subject of any pending charges for a misdemeanor or felony? \_\_\_Yes \_\_\_No
- 11. Have you ever been convicted of a misdemeanor or felony? \_\_\_Yes \_\_\_No
- 12. Have you ever been investigated by any agency for alleged immoral or illegal conduct or incompetence? \_\_\_Yes \_\_\_No
- 13. Have you ever resigned, been disciplined or dismissed from any position for immoral or unprofessional conduct or for unfitness for service? \_\_\_Yes \_\_\_No
- 14. Have you ever had a certificate or license to teach or perform other school duties denied, revoked or suspended? \_\_\_Yes \_\_\_No
- 15. Have you ever resigned, been suspended or discharged due to conduct, including harassment, relating to the health, welfare, safety or education of any person? \_\_\_Yes \_\_\_No
- 16. Is your educationally related license under investigation or is disciplinary action pending in any other state? \_\_\_Yes \_\_\_No

The School District of Brown Deer may conditionally offer employment subject to review of driving and criminal records and results of physical examination, including drug testing. (Convictions will not necessarily disqualify a candidate from employment and will be considered only as they substantially relate to the position applied for.)

## APPLICANT'S STATEMENT

By signing below, I certify that the answers given by me to the foregoing questions and/or statements including all attachments and submittals in support of this application are true and correct to the best of my knowledge and without misrepresentations or omissions of any kind. I further understand that the making of any false or misleading statement or willful omission on the Application for Employment, or attachments or submittals, may be used to deny me employment, or if employed, used for discipline, up to and including termination. I agree that the School District of Brown Deer shall not be held liable in any respect if my employment is terminated because of false statements, answers, or omissions made by me.

I hereby grant permission to the School District of Brown Deer to investigate any of the information provided by me. I also authorize the companies, schools or persons named in this application to provide information, transcripts, records, or documents requested regarding my work experience, educational background, conviction record, driving record, character or qualifications, personal or otherwise. I hereby release said companies, schools or persons from all liability for any damage that may result from furnishing this information to the School District of Brown Deer. A copy of this signed release is as effective as the original.

I understand that after an offer of employment is extended to me, and prior to my beginning to work for, the School District of Brown Deer, I may be required to undergo a physical examination, which may include drug and/or alcohol tests. I, hereby, authorize the release of the results of such physical examination and drug and/or alcohol tests to the School District of Brown Deer. I understand that I may be required to undergo future such examinations and tests and that my employment is contingent upon successful completion of such examinations and tests. I understand and release the School District of Brown Deer from any and all liability with respect to such examinations and tests, and hold the School District of Brown Deer harmless for any decision made by the School District of Brown Deer in this respect.

I understand that if employed, I must furnish documents to verify my identity and eligibility for employment in the United States in accordance with the Immigration Reform and Control Act of 1986.

I agree to conform to the rules, regulations and policies of the School District of Brown Deer. I fully understand and agree that filling out this Application for Employment does not obligate the School District of Brown Deer to offer me a job, nor does it obligate me to accept a job. I understand that if I am offered a position that said employment does not become binding on the School District of Brown Deer until the School Board has approved my employment, even if I have already started work.

I understand that the District reserves the sole and exclusive rights and authority of management which includes the District's right to determine the number of hours per day or days per week during which operation shall be carried out; to select and determine the number and types of employees required for the total work force; to establish and change work schedules and assignments; to transfer, promote and demote employees or terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons; to establish standards of work performance; to make and enforce reasonable rules of the maintenance and protection of life and property; to suspend, discharge and otherwise discipline employees for just cause. Assignments to either grade level, building, or position will be based on the needs of the district and may change from the initial assignment.

This application includes (insert # of pages) \_\_\_\_\_ pages and may include other documents submitted by or for me in support of my candidacy.

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

You may attach a statement of qualifications, résumé or additional information which reflect upon your candidacy.