



BURLINGTON AREA SCHOOL DISTRICT

"A community of learners committed to continuous improvement through a culture of dialogue and reflection"

100 North Kane Street
Burlington WI 53105
(262) 763-0210
(262) 763-0215 FAX

Peter Smet, Superintendent
Connie Zinnen, Assistant Superintendent
Ruth Schenning, Business Manager

APPLICATION FOR EMPLOYMENT (Non-Certified Staff Position)

Date _____

Each item of this application is important. Read and complete carefully and accurately. Please print or type.

PERSONAL INFORMATION

Last Name	First Name	Middle Name	Social Security Number
Street Address			Home Phone
City, State, Zip			Cell Phone

MARK THE APPROPRIATE BOX:

- New Application
- Previous Application on File
- Former Employee of District

INDICATE THE POSITION FOR WHICH YOU ARE APPLYING:

- Custodial/Maintenance
- Secretarial/Clerical
- Educational Assistant
- Special Education
- Other (Specify) _____

Date you are available for work? _____

EDUCATION AND PROFESSIONAL TRAINING

Check highest level of education completed: ___HS ___ Associate Degree ___ BA ___MS ___ PhD

High School attended: _____ City/State: _____

College or Vocational/Technical Education (most recent first):

Name & Location of School	Dates Attended	Degree	Major(s)	Minor(s)

EMPLOYMENT HISTORY

Please give accurate and complete employment information starting with the most recent employer.

Employer	Telephone
Address	Employed (Mo/Yr) From _____ To _____
Job Title (Type of Work)	Reason for Leaving

Employer	Telephone
Address	Employed (Mo/Yr) From _____ To _____
Job Title (Type of Work)	Reason for Leaving

Employer	Telephone
Address	Employed (Mo/Yr) From _____ To _____
Job Title (Type of Work)	Reason for Leaving

We will contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT: Employer number(s) _____ Reason _____

PERSONAL REFERENCES

List the names of three persons not related to you, whom you have known at least one year. Do not duplicate employment references.

Name	Telephone
Address	Describe Nature of Relationship
City/State _____ Zip _____	

Name	Telephone
Address	Describe Nature of Relationship
City/State _____ Zip _____	

Name	Telephone
Address	Describe Nature of Relationship
City/State _____ Zip _____	

GENERAL INFORMATION

Have you ever been convicted of a felony? If yes, please explain: YES NO

(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 relationship between the offense and the position for which you are applying.)

Why do you desire to leave your present position, or why did you leave your last position?

Have you ever been involuntarily terminated from employment? YES NO
If yes, please give the name of the employer, the date, and the reason(s) for the termination.

Are you aware of any reason why you would not be able to perform the duties required of the position for which you are making an application? If yes, please explain YES NO

List any additional information you think would be helpful concerning your knowledge, skills, and experience related to the position for which you are applying.

Briefly state what you feel you can contribute as an employee of the Burlington Area School District in the position for which you are applying.

AUTHORIZATION, RELEASE AND CERTIFICATION

I certify that the answers given by me in this application are true and correct without any omissions of any kind. I agree that the Burlington Area School District, or its representatives, shall be not held liable in any respect if my employment is terminated, at any time, because of false statements, answers or omissions made by me in this application. I authorize the Burlington Area School District to make any investigation of my personal or employment history and authorize any former employer, person, organization, or agency to disclose to the district any information they may have regarding me. I hereby release the District as well as all providers of information from any liability and for any damages, 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.

Applicant's Name (Print): _____

Signature of Applicant: _____ Date: _____

Non-Discrimination Statement

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District.