



# 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 TEACHING/ADMINISTRATION POSITION

(Please type or print)

Position(s) applied for	Date of application	Social Security Number
Last name	First name	Middle name
Address		
City	State	Zip
Home phone	Cell/Business	Fax
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment agency <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-in <input type="checkbox"/> Other		

Circle Answer

Have you ever filed an application with us before? If yes, give date \_\_\_\_\_ Yes No  
 Have you ever been employed with us before? If yes, give date \_\_\_\_\_ Yes No  
 Are you currently employed? Yes No  
 May we contact your present employer? Yes No  
 Are you prevented from lawfully becoming employed in this country because  
 of visa or immigration status? Yes No  
*(Proof of citizenship or immigration status will be required upon employment.)*  
 Are you currently on "layoff" status and subject to recall? Yes No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full time  Part time  Temporary

### TEACHER/ADMINISTRATION CERTIFICATION

Areas of Certification

Grade/Subject	State Issuing License	Expires Month/Year	WI DPI Code Number

NOTE: A complete transcript of all undergraduate and graduate college work, a current license, and credentials must be on file in the District Office at the time of employment. It is the responsibility of the applicant to supply this information.

EDUCATION	High School	Undergraduate College/University	Graduate/Professional
School Name/Location			
Diploma/Degree/Year			
Describe Course of Study			
Describe any specialized training, skills and extra-curricular activities			
Describe any honors you have received			
State any additional information you feel may be helpful to us in considering your application.			
Number of credits earned beyond Bachelor's Degree _____ or Master's Degree _____			
Indicate any foreign languages you can speak, read and/or write.			
	Fluent	Good	Fair
Speak			
Read			
Write			

List of professional or civic activities and office held. (*You may exclude membership which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.*)

---



---



---

#### REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1. Employer \_\_\_\_\_  
Telephone number(s) \_\_\_\_\_  
Job title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed from \_\_\_\_\_ to \_\_\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_
  
2. Employer \_\_\_\_\_  
Telephone number(s) \_\_\_\_\_  
Job title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed from \_\_\_\_\_ to \_\_\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_
  
3. Employer \_\_\_\_\_  
Telephone number(s) \_\_\_\_\_  
Job title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed from \_\_\_\_\_ to \_\_\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Have you ever been discharged or forced to resign from prior employment? \_\_\_\_\_  
Please describe the circumstances. \_\_\_\_\_  
\_\_\_\_\_

## PERSONAL STATEMENT

Prepare and attach a handwritten statement defining your personal philosophy of education and how you see yourself actualizing that philosophy in the position you are seeking.

### 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.

RELEASE AND AUTHORIZATION FOR RECORDS CHECK

I am applying for employment with the Burlington Area School District (“the District”). I hereby certify that the facts set forth in this application are true, correct and complete without misrepresentations or omissions of any kind whatsoever. I authorize investigation of the statements I have made herein.

I authorize any and all persons (including any and all employers with whom I have been employed, schools that I have attended and organizations with which I have been connected) to release any and all information they have about me to the District. This includes all of my personnel records with prior employers and any information about my performance during my employment with them and also includes all of my transcripts from any schools that I have attended.

This authorization shall remain in effect for a period of one (1) year from the date on which I sign it. A photocopy of this authorization may be used by the Burlington Area School District and shall be as effective as the original.

Furthermore, I release from any and all liability all representatives of the District for their acts performed in connection with evaluating my application, background, credentials and qualifications. I further authorize any party (including the companies, schools and organizations listed in this application form) to release any information they may have about me to the District, including all of my personnel records with prior employers. I also release all persons, companies, schools and organizations (and all persons connected with them) who provide such information to the District from any and all liability for any damage for giving this information. I understand that if any of the information on this application form is discovered to be incorrect, false or misleading or if there are any misrepresentations or omissions of any kind whatsoever, then the District may deny me employment or terminate my employment.

\_\_\_\_\_  
Applicant’s Name *(please print)*

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

List all convictions and pleas of “nolo contendere” or no contest for any offense or violations (including felony, misdemeanor or municipal ordinance) other than minor traffic violations, and list all pending criminal charges.

Convictions/Pleas of no contest		
Location	Date	Nature of Conviction
Pending Criminal Charges		
Location	Date	Nature of Conviction

No applicant will be denied a position because of a pending criminal charge or conviction for (or plea of “nolo contendere” or no contest to) an offense or any violation that the Burlington Area School District determines is not substantially related to the circumstances of the job(s) sought.