



# 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

Steve Plank, Superintendent  
Connie Zinnen, Assistant Superintendent  
Ruth Schenning, Business Manager

## APPLICATION FOR EMPLOYMENT

Date of Application: \_\_\_\_\_ Position Applying for: \_\_\_\_\_

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

### PERSONAL INFORMATION

\_\_\_\_\_  
Last Name                      Legal First Name                      Middle Name                      Social Security Number

\_\_\_\_\_  
Street address    Home Phone

\_\_\_\_\_  
City                      State                      Zip Code                      Cell Phone

### MARK THE APPROPRIATE BOX:

New Application                       Previous Application on File                       Former Employee of District

Date 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                      Degrees                      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  May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, reason: _____

Employer	Telephone
Address	Employed (Mo/Yr) From _____ To _____
Job Title (Type of Work)	Reason for Leaving  May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, reason: _____

Employer	Telephone
Address	Employed (Mo/Yr) From _____ To _____
Job Title (Type of Work)	Reason for Leaving  May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, reason: _____

## PERSONAL REFERENCES

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

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**GENERAL INFORMATION**

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

(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?  YES  NO  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_  
Please Print

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



# BURLINGTON AREA SCHOOL DISTRICT

The Burlington Area School District requires that all prospective employees submit the information necessary to Perform a Criminal Background Check. This background check is submitted to the State of Wisconsin Department Of Justice, Division of Law Enforcement Services. Please fill in the form below and return to:

Burlington Area School District  
Attn: Tobie  
100 N. Kane Street  
Burlington, WI 53105  
[tgreen@basd.k12.wi.us](mailto:tgreen@basd.k12.wi.us)

**\*Required Information / Please print**

_____	_____	_____
*Last Name	* Legal First Name	* Middle Initial

  

*Sex _____	*Race _____	*Date of Birth _____	-	_____	-	_____
				Month		Day      Year

Other Identifying Data: Social Security Number - Maiden Name(s) - Additional Name(s), etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.