

**Employment Application – Non Teacher**

*If you are applying for a* ***substitute teaching*** *position, please attach a copy of your current Wisconsin DPI License*

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| **Applicant Information** |

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| --- | --- | --- | --- |
| Name: |  |  |  |
|  | First | Middle | Last |
|  |  |  |  |
| Mailing Address: |  | |  |
|  | Street | | Apt |

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| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | Zip |

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| --- | --- | --- | --- |
| Phone: |  | E-Mail: |  |

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| --- | --- |
| E-Mail: |  |

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| Position Applied For: |  |

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| --- | --- | --- | --- |
| Date Available: |  | Days/Hrs Available: |  |

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| **Education** |

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| High School: |  | Address: |  |

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| Did You Graduate? Yes No |

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| College: |  | Address: |  |

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| Did You Graduate? Yes No | Degree: |  |

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| Other: |  | Address: |  |

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| --- | --- | --- |
| Did You Graduate? Yes No | Degree: |  |

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| Other: |  | Address: |  |

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| Did You Graduate? Yes No | Degree: |  |

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| **Previous Employment** |

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| Company: |  | Phone: |  |

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| Address: |  | Supervisor: |  |

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| Job Title: |  | Starting Salary: |  | Ending Salary: |  |

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| --- | --- |
| Responsibilities: |  |
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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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| May we contact your previous supervisor? |
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| --- | --- | --- | --- |
| Company: |  | Phone: |  |

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| --- | --- | --- | --- |
| Address: |  | Supervisor: |  |

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| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: |  | Ending Salary: |  |

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| Responsibilities: |  |
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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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| --- |
| May we contact your previous supervisor? |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |

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| --- | --- | --- | --- |
| Address: |  | Supervisor: |  |

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| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: |  | Ending Salary: |  |

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| Responsibilities: |  |
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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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| May we contact your previous supervisor? |
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| **References** |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |

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| Company: |  | Phone: |  |

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| Full Name: |  | Relationship: |  |

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| Company: |  | Phone: |  |

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| Full Name: |  | Relationship: |  |

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| Company: |  | Phone: |  |

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| **For Substitute Teacher Applicants Only** |

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| Has your professional license ever been revoked or suspended? | Yes |  | No |  |

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| Are you currently under investigation by DPI or any other agency? | Yes |  | No |  |

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| Per State Statute 118.25(2)(a)(b)(c), 4, 5 and 6 the Northland Pines School District requires all employees to have a pre-employment physical examination, including a chest X-ray or tuberculin test proving freedom from tuberculosis in a communicable form.  The Northland Pines School District also requires all applicants to undergo pre-employment drug testing. Failure to consent to drug testing will be considered a withdrawal of your application for employment.  Finally, the Northland Pines School District will conduct a criminal background check through the Wisconsin Department of Justice and/or any other appropriate agency. The District retains the right to select the background check vendor. |

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| **Release** |

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| I hereby certify that the answers given by me to the above questions and statements are true and correct and I hereby authorize the Northland Pines School District administration to contact references, past or present employers, persons, schools, law enforcement agencies and other sources of information which may be relevant to my application for employment. It is understood and agreed that any misrepresentation, false statement or omissions by me in the application will be sufficient reason for rejection of my application or for dismissal, at any time, during my employment, without liability to the Northland Pines School District. I have read, understand and agree to the above statement. | |
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| *Applicant Signature* | *Date* |

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| **Equal Opportunity Employer**  The Northland Pines School District does not discriminate in the employment of staff on the basis of the Protected Classes of race, color, national origin, age, sex(including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District’s premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices. |

Send completed application and any necessary documents to the Northland Pines District Office, Attn: Human Resources, 1800 Pleasure Island Road, Eagle River, WI 54521.