

**SCHOOL DISTRICT OF ABBOTSFORD  
APPLICATION FOR EMPLOYMENT**

Position Applied for: \_\_\_\_\_

Employment Acceptable: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ School year \_\_\_\_\_ Temporary \_\_\_\_\_ Substitute \_\_\_\_\_

Date available for employment: \_\_\_\_\_

**\* \* \* PERSONAL DATA AND HISTORY RECORD \* \* \***

Applicant's Full Name - Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Previous Names: \_\_\_\_\_  
(Including alias names, nicknames, or other names you have used (Include years used))

Place of Birth – City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_

**Current Business Address:** Street \_\_\_\_\_ PO Box: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ How Long? \_\_\_\_\_ Work Phone Number: (\_\_\_\_\_) \_\_\_\_\_

**Current Home Address:** Street \_\_\_\_\_ PO Box: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ How Long? \_\_\_\_\_ Home Phone Number: (\_\_\_\_\_) \_\_\_\_\_

E-Mail address: \_\_\_\_\_

May we conduct a personal background check, including contacts of your reference names as well as present and previous employers and review other records related to this position? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain:

NOTE: Because of the nature of this position, applicants with conviction records who are invited to an employment interview will be asked to discuss this information. A conviction record will not be used as criterion in making an employment decision unless the circumstances of the offense substantially relate to the circumstances of this position.

**EDUCATIONAL PREPARATION AND TRAINING**

**HIGH SCHOOL  
OR GED**

School Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates attended - From: \_\_\_\_\_ To: \_\_\_\_\_  
Degree obtained: \_\_\_\_\_ Year obtained: \_\_\_\_\_

**VOCATIONAL  
TECHNICAL &/OR  
BUSINESS  
COLLEGE**

School Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates attended - From: \_\_\_\_\_ To: \_\_\_\_\_  
Degree obtained: \_\_\_\_\_ Year obtained: \_\_\_\_\_

**UNIVERSITY**

School Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates attended - From: \_\_\_\_\_ To: \_\_\_\_\_  
Degree obtained: \_\_\_\_\_ Year obtained: \_\_\_\_\_

**COLLEGE**

School Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates attended - From: \_\_\_\_\_ To: \_\_\_\_\_  
Degree obtained: \_\_\_\_\_ Year obtained: \_\_\_\_\_

Additional related courses/training other than studies listed above:

**Certifications or Professional Licenses:**

Type: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Number: \_\_\_\_\_  
Type: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Number: \_\_\_\_\_  
Type: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Number: \_\_\_\_\_  
Type: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Number: \_\_\_\_\_

List All Languages Spoken or Written: \_\_\_\_\_

### PREVIOUS WORK EXPERIENCE

The information regarding your previous experience will be carefully reviewed to determine your qualifications for this position. Be specific in your responses. List present or most recent position first, then next recent, etc. Include all part time jobs, military experience, and educational experience.

Employer's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

City, State: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Describe duties: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

City, State: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Describe duties: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

City, State: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Describe duties: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

City, State: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Describe duties: \_\_\_\_\_

List any other employment not shown above on separate sheet.

## EMPLOYMENT REFERENCES

Please list references (not relatives or supervisors) to contact that have knowledge of your qualifications, please include reference from most recent employee.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

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**DESCRIBE YOUR SKILLS:** List all office machines, heavy equipment, or other equipment related to the position for which you are applying that you are skilled in operating. For example: personal computer, front-end loader, convection oven, network systems, software applications, etc. If additional space is needed, please provide details on a separate sheet of paper and attach as Appendix 9.

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**PERSONAL STATEMENT/REMARKS:** Prepare a hand written statement to include any experience or talent, which will contribute to your success in this position. Please mention volunteer work, life experiences, extracurricular activities, community involvement, travel, foreign language skills, coaching and any other experiences, which would be helpful in considering your qualifications. If additional space is needed, please provide details on a separate sheet of paper and attach as Appendix 10.

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### READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

I authorize the School District of Abbotsford at the time of my application for employment or during the course of my employment to obtain from any source regarding my education, experience, criminal background, competence, character, or medical history, as it relates to the position for which I applied or in which I may be employed unless otherwise stated below. I certify that the information contained in this application is true, complete, and correct to the best of my knowledge and belief. I understand that any falsification or omission of information may cause my immediate dismissal or rejection of this application. I agree that all statements made in this application may be investigated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The School District of Abbotsford does not discriminate on the basis of age, sex, race, color, religion, national origin (including limited English proficiency) ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical disability, mental disability, emotional disability, learning disability, or any other reason prohibited by law. (School District of Abbotsford-Policy 411).

\*The School District of Abbotsford will provide reasonable accommodations for qualified disabled applicants and employees.

**SCHOOL DISTRICT OF ABBOTSFORD**  
510 W Hemlock Street  
Abbotsford, WI 54405  
(715) 223-6715  
FAX (715) 223-4239  
E-mail: jschreiber@abbotsford.k12.wi.us