

School District of Rib Lake
SUPPORT STAFF APPLICATION
An Equal Opportunity Employer

GENERAL INFORMATION

Name _____
Last First Middle Social Security Number

Address _____
Street City State Zip Code

Home Telephone _____ **Cell Phone** _____ **E-Mail Address** _____

POSITION DESIRED

List, in order of preference, the position(s) for which you are applying:

1) _____ 2) _____ 3) _____

Have you filed an application with the Rib Lake School District before? ___ Yes ___ No

If Yes, give date: _____ and position applied for: _____

Do you hold a high school diploma? ___ Yes ___ No

If Yes, give high school and year in which diploma was received: _____

Date available for employment _____

If you are not employed full-time, are you interested in being placed on our substitute list? ___ Yes ___ No

Short-term? ___ Yes ___ No Long-term? ___ Yes ___ No

EDUCATIONAL BACKGROUND

School or Institution and Location	Dates Attended	Major/Minor	Diplomas, Degrees or Credits Earned	Grade Point Average (GPA)

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

Non Discrimination Clause

The School District of Rib Lake does not discriminate against any person on the basis of sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its educational programs and activities.

WORK EXPERIENCE

List most recent experience first. Use separate sheet if necessary.					
From	To	Total Years	Name & Address of Employment	Immediate Supervisor	Type of Job

REFERENCES

References should include superintendents, principals, or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed.			
NAME	POSITION	ADDRESS	TELEPHONE

GENERAL BACKGROUND INFORMATION

BACKGROUND QUESTIONS:	YES	NO
1. Are you a citizen of or authorized to work in the United States?		
2. Were you ever convicted of a criminal offense?		
3. Are you currently under charges for a criminal offense?		
4. Have you ever forfeited bond or collateral in connection with a criminal offense?		
5. Within the last ten years, have you resigned after being notified that you would be fired for discipline reasons?		
6. Have you ever been found guilty of, or do you presently have pending, any violations of law including ordinance violations other than minor traffic violations? (In accordance with State law, pending charges or convictions will not be used or considered unless they are substantially related to circumstances of the particular job.)		

If you answered "Yes" to any of the questions above, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. You must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Please print and sign your name on the sheet, and include your social security number.

Offers of employment are conditional based upon the satisfactory completion of a criminal background check with the Department of Justice. Conviction of a crime or pending charge is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense and the relationship between the offense and the position for which you are applying.

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CERTIFICATION AND RELEASE AUTHORIZATION

I hereby authorize the School District of Rib Lake and any agent acting on its behalf, to investigate my employment history and any other information related to my suitability for employment. I authorize any former employer, person, reference, firm, corporation, educational institution, or government agency to give the School District of Rib Lake any information regarding my background. In review of this application and related attachments, I release from all liability and/or legal claims the School District of Rib Lake its Board, and its agents, as well as all providers of information from any liability and for any damage which may result from the furnishings and receiving of this information. A photocopy of this release shall be as valid as the original and may be relied upon by all persons providing information. Further, I certify that all information on this application and related attachments are true, and correct to the best of my knowledge. I understand that any false or misleading statements made by me, or material omission of information requested of me, shall constitute grounds to deny employment, or if employed, for my immediate dismissal.

I hereby acknowledge that I have read and understand the foregoing.

Date

Signature of Candidate (In Ink)
Must be original

APPLICATION SUBMISSION INSTRUCTIONS:

Mail, fax, or email to the following:

School District of Rib Lake
District Administrator
PO Box 278
Rib Lake, WI 54470

Phone: (715) 427-3222

Fax: (715) 427-5022

Email: rcardey@riblake.k12.wi.us

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