

**Marshall Public Schools**  
**Employment Application**  
Support Staff Positions

**APPLICATION FOR EMPLOYMENT**

Position Desired \_\_\_\_\_

Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

Check type of employment desired:  Full Time  Part Time  Temporary  Substitute

**PERSONAL DATA**

Name: \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Street Address

\_\_\_\_\_ Daytime Phone No. \_\_\_\_\_  
City State Zip

**Are you:**

- Yes  No Over the age of 18?
- Yes  No A previous applicant?
- Yes  No A previous employee?
- Yes  No Legally able to work in the United States?
- Yes  No A licensed driver with a car available for work?

Other than traffic violations, have you ever been convicted of any violation of law, plead no contest, or resigned in lieu of a conviction?  Yes  No

If yes, describe the circumstances in detail, including the date and location of each: \_\_\_\_\_

Are there any criminal charges pending against you?  Yes  No

If yes, describe the circumstances in detail: \_\_\_\_\_

*A conviction is not an absolute bar to employment. Only convictions that involve circumstances that are related to the functions of the position you are applying for will be used to determine your qualifications for hire.*

**EDUCATION AND TRAINING RECORD**

Check the highest grade or year completed in school:

- 9 or less    10    11    12+

Name and location of high school: \_\_\_\_\_ Year of graduation: \_\_\_\_\_

OR Name and location of GED program: \_\_\_\_\_ Year awarded: \_\_\_\_\_

Check the number of years completed in a college or university:

- 1    2    3    4    5    6    7    8+

List training beyond high school:

Name and Location of School	Dates Attended	Major	Degree

Describe any other education or training you have had which you feel is relevant to the job for which you are applying:

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**EMPLOYMENT RECORD**

**WORK EXPERIENCE**

*Note: Start with most recent position. Attach a separate sheet if necessary. A resume providing this information may be attached as a supplement.*

Present/Last Employer		Type of Business	Address	Phone Number
Start Date	Leave Date	Salary	Reason for Leaving	
Job Title		Name of Supervisor/Title	May We Contact After Interview: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Description of job and duties:

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Present/Last Employer		Type of Business	Address	Phone Number
Start Date	Leave Date	Salary	Reason for Leaving	
Job Title		Name of Supervisor/Title	May We Contact After Interview: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Description of job and duties:

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Present/Last Employer		Type of Business	Address	Phone Number
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Job Title		Name of Supervisor/Title	May We Contact After Interview: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Description of job and duties:

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Present/Last Employer		Type of Business	Address	Phone Number
Start Date	Leave Date	Salary	Reason for Leaving	
Job Title		Name of Supervisor/Title	May We Contact After Interview: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Description of job and duties:

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## REFERENCES

### **EMPLOYMENT REFERENCES** (*persons who have supervised your work*)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Position: \_\_\_\_\_

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

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Position: \_\_\_\_\_

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

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Position: \_\_\_\_\_

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

### **PERSONAL REFERENCES** (*do not refer to relatives*)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

**APPLICANT STATEMENT** *(Read carefully before signing)*

By signing below, I certify that the responses given by me to the foregoing questions and/or statements are true and correct to the best of my knowledge and without misrepresentations or omissions of any kind. I understand that I may be subject to a criminal record check as a condition of employment. I further understand that the making of any false or misleading statement or willful omission on the Employment Application, or any other document, may be used to deny me employment, or if employed, used for discipline, up to and including termination. I agree that Marshall Public Schools shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me on this Employment Application or any other document. I hereby grant permission to Marshall Public Schools to investigate any of the information included in this application. I also authorize the companies, schools or persons named above to give any information, transcripts, records, or documents requested regarding my work experience, educational background, conviction record, character of qualifications, personal or otherwise. I hereby release said companies, schools or persons from all liability for any damage that may result from furnishing this information to the district.

I understand that if employed, I must furnish documents to verify my identity and eligibility for employment in the United States in accordance with the Immigration Reform and Control Act of 1986. I agree to conform to the rules, regulations, and policies of Marshall Public Schools. I fully understand and agree that filling out this Employment Application does not obligate the district to offer me a job, nor does it obligate me to accept a job with the district.

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Signature

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Date

*Please note that by statute and policy, the Marshall Public Schools buildings and facilities are tobacco free environments. "It is the policy of the Marshall Public School District that no person shall be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business."*