

APPLICATION FOR EMPLOYMENT (Support Staff)

Name <i>(Last, First, MI)</i>	Position Applying For
Address <i>(Include Street, City, State, Zip Code)</i>	
Telephone Number	Social Security Number
Driver's License Number <i>(Include State Issued and Expiration Date)</i>	

Hartland/Lakeside Joint School District No. 3 Village of Hartland, Towns of Delafield and Merton

The Hartland/Lakeside Joint School District does not discriminate on the basis of age, race, color, national origin, sex, sexual orientation, handicap, creed, marital status, ancestry, arrest record or conviction record, or membership in the National Guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other basis protected by law.

<hr style="border: 1px solid black;"/> <p><i>Application Date</i></p> <p>This application will be held in the active file for 2 years. After that time, if you still wish to be considered, you must re-apply.</p>

<p><i>Address all applications to:</i></p> <p>Hartland/Lakeside Joint School District No. 3 Personnel Department 800 North Shore Drive Hartland, WI 53029-2713</p>
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Name <i>(Last, First, MI)</i>	Position Applying For
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EDUCATIONAL AND PROFESSIONAL TRAINING
(Chronological – Most Recent First)

Education	Address	Start Date	Graduation Date	Degree	Major / Credits	Minor / Credits
<i>High School</i>						

WORK AND EMPLOYMENT HISTORY
(Starting with Present or Most Recent)

From Mo. / Yr.	To Mo. / Yr.	Employer / District City, State	Your Position and Supervisor	Telephone Number <small>(Include Area Code)</small>

**Please list the names of three individuals, not previously listed,
who know of your work and qualifications.**

REFERENCES

Name:	Title:
Organization:	Telephone Number:
Address:	
<i>(Street)</i>	<i>(City) (State) (Zip)</i>

Name:	Title:
Organization:	Telephone Number:
Address:	
<i>(Street)</i>	<i>(City) (State) (Zip)</i>

Name:	Title:
Organization:	Telephone Number:
Address:	
<i>(Street)</i>	<i>(City) (State) (Zip)</i>

<p>Have you ever been convicted of a felony or misdemeanor? If "yes", please provide explanation in an attached statement.*</p> <p>Have you ever paid a civil forfeiture or fine for a non-traffic-related offense (including municipal ordinance violations)? If "yes", please provide explanation in an attached statement.*</p> <p>Do you have any charge(s) pending against you? If "yes", please provide explanation in an attached statement.*</p> <ul style="list-style-type: none"> A conviction, payment of a civil forfeiture or fine, or pending charge is not an automatic bar to employment and will be considered only as it relates to the job in question. 	<p>Yes _____ No _____</p> <p>Yes _____ No _____</p> <p>Yes _____ No _____</p>
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By signing below, I certify that the answers 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 further understand that the making of any false or misleading statement or willful omission on the Application for Employment, 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 the Hartland/Lakeside Joint School District No. 3 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 Application of Employment or any other document.

I understand that I will be subject to an employment and education history verification, criminal records and driver's license check and I authorize: (a) Investigation of the information contained in this application, or other matters concerning my past employment or other activities, (b) The issuance of reports or other statements which may be furnished or obtained concerning the same. I hereby release from liability and responsibility all persons, companies or corporations supplying such information and Hartland/Lakeside Joint School District No. 3 in obtaining the same. I here release any law enforcement agency, educational institutions, the various military services and/or their agents from liability of any kind for damages, which may result from furnishing my records.

I also understand that I may be required to undergo a post-conditional employment offer physical examination, which may include drug and/or alcohol tests, and thereby authorize the release of the results of such physical examination and drug and/or alcohol tests to the Hartland/Lakeside Joint School District No. 3. I understand that I may be required to undergo future such examinations and tests and that my employment is contingent upon successful completion of such tests. I understand and release the Hartland/Lakeside Joint School District No. 3 from any and all liability with respect to such examinations and tests, and hold the Hartland/Lakeside Joint School District No. 3 harmless for any decision made by the Hartland/Lakeside Joint No. 3 in this respect.

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 the Hartland/Lakeside Joint School District No. 3. I fully understand and agree that filling out this Application for Employment does not obligate the Hartland/Lakeside Joint No. 3 School District to offer me a job, nor does it obligate me to accept a job with the Hartland/Lakeside Joint School District No. 3.

Signature of Applicant

Date