



Clayton School District

236 Polk Avenue West ♦ P.O. Box 130

Clayton, WI 54004

Telephone: 715-948-2163 Fax: 715-948-2362

www.claytonsd.k12.wi.us

EMPLOYMENT APPLICATION

1. Job Information

Job Title	Date
-----------	------

2. Personal Information

Last Name	First Name	Middle Initial
Mailing Address		
City	State	Zip Code
Email Address		
Cell Phone Number	Daytime Phone Number (if different)	Evening Phone Number (if different)

3. Education Level

Check highest level completed	
<input type="checkbox"/> Did not complete high school or GED	<input type="checkbox"/> Two-year associate degree
<input type="checkbox"/> Graduated High School or completed GED	<input type="checkbox"/> Bachelor's degree
<input type="checkbox"/> One-year vocational diploma	<input type="checkbox"/> Master's degree or higher
List degrees held	List current licenses or certifications and State of issue

4. Work Experience

Start (M/Y)	End (M/Y)	# Years	Name & Address of Employer	Immediate Supervisor	Job Type or Grade/Subject

(over)

5. Work Hours

Check all that you would accept

- | | |
|---|---|
| <input type="checkbox"/> Substitute or as-needed basis | <input type="checkbox"/> 30 to 40 hours per week during the school year |
| <input type="checkbox"/> Short term assignment or summer school only | <input type="checkbox"/> Less than 30 hours per week, year round |
| <input type="checkbox"/> Less than 30 hours per week during the school year | <input type="checkbox"/> 30 to 40 hours per week, year round |

6. Are you currently legally authorized to work in the United States? Yes No

7. Are you a Wisconsin resident? Yes No

8. Do you have a valid driver's license or the eligibility to obtain one? Yes No

9. If the job requires, would you be able to travel? Yes No

10. Is there currently a criminal charge, felony or misdemeanor pending against you which would substantially relate to the position you are applying for? Yes No

If you checked "Yes", give a brief description of the pending charges.

11. Have you ever been convicted of a crime, felony or misdemeanor which would substantially relate to the position you are applying for? Yes No

If you checked "Yes", give a brief explanatory statement.

12. Conviction of a crime or arrest is not an automatic bar to employment. The Clayton School 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.

13. Acceptance, retention or review of this application for employment by the District does not guarantee that an applicant will be offered a job. Education and work history verification may be done to determine employment eligibility.

14. Signature

By signing below, I certify that the information I have provided in this application is true to the best of my knowledge, and I understand that I may be required to verify the information before being hired. I understand that any false, misleading or missing information may disqualify me from employment consideration.

Signature	Date
-----------	------

OFFICE USE ONLY - DO NOT COMPLETE After hire, staff will obtain birthdate and SS# in order to complete the background check.	Date of Birth	Social Security Number
--	---------------	------------------------