

PROFESSIONAL EMPLOYMENT APPLICATION

Necedah Area School District
1801 Main Street
Necedah, WI 54646
Phone: (608) 565 2256
Fax: (608) 565-3201
Website: www.necedah.k12.wi.us

Serving the Children of the Necedah Area School District

NAME _____

POSITION DESIRED _____

PLEASE PRINT AND COMPLETE AS THOROUGHLY AS POSSIBLE

DO NOT COMPLETE BELOW - FOR OFFICE USE ONLY

Date Application Received _____	Interview Date _____	Anticipated Salary Placement Based Upon Data Submitted: Degree _____ Credits _____ Step _____ Salary _____ Verification of Salary Data By _____ Date _____
Date Transcripts & Placement Papers Requested _____	Interview Date _____	
Date Transcripts & Placement Papers Received _____	Interview Date _____	
Date References Requested _____	Interview Date _____	
Date Approved by Board _____		

PERSONAL DATA

Name (first) (m.i.) (last) Telephone (area code) (number) Social Security Number

Present Address (street) (city) (state) (zip)

Permanent Address (if different from above Present Address) (street) (city) (state) (zip)

Present Position (level and subject) (school) (location) Present Salary

Wisconsin Certification (code #) (area of licensure) (expiration date)

Other Certification (state) code # (area of licensure) (expiration date)

CERTIFIED POSITION FOR WHICH YOU ARE APPLYING

A. ELEMENTARY TEACHER List Grade Level Preference (1) (2) (3) B. SECONDARY TEACHER - GRADES 6-12 List Subjects You are Certified to Teach in Order of Preference (1) (2) (3) C. SPECIALIZED AREA (Art, Music, P.E., Special Education) Specify Area Grade(s) or Age Group D. ADMINISTRATIVE OR SUPERVISORY POSITION

SALARY PLACEMENT DATA

Total Years of Public Education Professional Experience Years Highest Earned College Degree Date Awarded Institution Total Years of Professional Experience as an Educator other than Public Education Years Total Credits Beyond Highest Degree Total Years Military Service Years Institution

I. EDUCATIONAL PREPARATION (Include High School, Colleges & Universities Attended)					
SCHOOL NAME	LOCATION	Specialization or Nature of Course Completed	Dates Attended	Degree or Diploma Received	Date Graduated

II. STUDENT TEACHING EXPERIENCE				
From Mo. Yr.	To Mo Yr.	School	Location City-State	Grade and/or Subjects

III. PROFESSIONAL EXPERIENCE (Chronological order starting with the most recent)					
From Mo. Yr.	To Mo Yr.	School	Location City-State	Nature of Position (Grade & Subject)	No Yes Taught

IV. OTHER EXPERIENCES (Travel, independent study, publications, lecturing, business, trades, summer occupations, social services, etc)			
From Mo. Yr.	To Mo Yr.	Nature of Experience	No. of Months

V. MILITARY SERVICE (Active Duty)				
From Mo. Yr.	To Mo Yr.	Branch of Service	Rank	No. of Months

VI. CURRENT READING INTERESTS (Include professional, recreational, etc.)	
Title	Author

VII. ACTIVITIES AND INTERESTS	
1. College Activities (clubs, offices, publications, athletics, etc.)	_____
2. Other Skills and Talents (art, music, foreign, language, athletic coaching)	_____
3. Hobbies, leisure time interest and travel	_____
4. Volunteer Services (civic, welfare, organization membership)	_____
5. Honors, Recognition	_____

VIII. PROFESSIONAL REFERENCES (List immediate supervisors for ALL present & previous positions)			
Name	Official Position	School or School System	
Address			Telephone (include area code)
			Home
(street)	(city)	(state) (zip)	Business

Name	Official Position	School or School System	
Address			Telephone (include area code)
			Home
(street)	(city)	(state) (zip)	Business

IX. OTHER REFERENCES - List a minimum of three (3) other professional educators (colleagues, college instructors, master teachers, professional organization personnel, etc. who have a direct knowledge of your professional capabilities.		
Name	Position	Phone Number

X. PERFORMANCE OF DUTIES	
Is there anything that will prevent you from performing the duties of the position for which you are applying?	
No	Yes
If yes explain:	

XI. Write a 100-300 Word Statement Concerning the Following: (attach additional sheets if necessary)

- a. The strengths and weakness of your background in relation to the position you have applied for;
- b. The philosophy and strategies of teaching - leadership you are comfortable implementing;
- c. Your professional goals

(Application Continued On Back Page)

In accordance with Public Act No. 94-221 please answer the following questions by checking the appropriate box: Criminal charges or convictions are not an automatic bar from employment. The District will consider the the nature of the offense, the date of the offense and relationship between the offense and the position applied for.

Have you ever been convicted of a felony or any other criminal offense, either within or outside the State of Wisconsin?	Are any criminal charges currently pending against you either within or outside the State of Wisconsin?	Are you currently enrolled in a program of deferred adjudication (e.g., accelerated rehabilitation, pre-trial drug or alcohol education)?
YES NO	YES NO	YES NO
If so, identify the approximate date, location and nature of each such conviction on a separate sheet of paper and attach to this application.	If so, identify the jurisdiction in which such charges are pending, the nature of the charges and give an explanation on a separate sheet of paper and attach to this application.	If so, identify the jurisdiction in which such program is pending and give an explanation of the nature of such program on a separate sheet of paper and attach to this application

Have you ever been dismissed, asked to resign, or non-renewed from Employment? If "yes", provide an explanation on a separate sheet of paper. Give the name of the employer, the date and reasons.	YES	NO
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I understand that if I am employed by the Necedah Area School District I will be required to submit to a state and national criminal history records check for a period of 90 days from my date of employment and I may be required to submit to fingerprinting, per s. 118.19(10)(c) Wis. Stats., for purposes of submitting my fingerprints to the Federal Bureau of Investigation for a national criminal history records check. I further understand and agree that if I have been convicted of a crime which has not been disclosed to the Necedah School District, the Board may immediately terminate my contract of employment (certified employee position) or dismiss me (non-certified employee position) in accordance with the provisions of Public Act No. 94-221.

I hereby authorize any and all law enforcement agencies, current and former employers, credit agencies, and academic institutions to supply any information regarding my background to the Necedah Area School District and to its agents and employees, and I hereby release all such former employers, law enforcement agencies, credit agencies and academic institutions their agents and employees from any liability arising from the supplying and use of such information.

For criminal background check only and/or driving record: DOB Social Security No.

In accordance with Public Law No. 91-508 we are required to advise you of the following:

Inquiries may be made during our processing of this application to obtain information concerning your character, general reputation, personal characteristics and mode of living. Upon written request, additional information as to the nature and scope of any such inquiries will be provided

I authorize all persons and entities to supply any information regarding my background and former employment to the Necedah School District and its agents and employees and hereby release the same and any such persons or entities from any liability arising from the supplying and use of such information.

I certify the statements made in this application are true and correct to the best of my knowledge and recognize that any deliberate falsification could result in termination of employment with the school district.

I hereby acknowledge that I have read the above statements and understand them.

Signature _____

Date _____