



## Substitute Employment Application

Position Applying for:  Substitute Food Server  Substitute Custodian  Substitute Driver/Transportation Aide

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
LastFirstM.I.

Address: \_\_\_\_\_  
Street AddressApartment/Unit #

\_\_\_\_\_

CityStateZIP Code

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

	<u>YES</u>	<u>NO</u>
Do you have any pending arrests for crimes which affect the essential functions of the job for which you are applying?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever worked for the District?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been dismissed or non-renewed, or resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct, or insubordination?	<input type="checkbox"/>	<input type="checkbox"/>

If yes to any of the above, please explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Diploma: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

### Availability and Preferences

Please check the times of day you are available:

Full Days  Mornings Only  Afternoons Only

Please specify the days of the week you are available:

Monday  Tuesday  Wednesday  Thursday  Friday

Please check all schools you would be willing to sub at:

East Elementary  West Elementary  Sullivan Elementary  Jefferson Middle  Jefferson High

## References

Please list two references who are not family members.

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

## Employment History

List in order, beginning with the most recent employment and working backwards.

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact your previous supervisor for a reference?  YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact your previous supervisor for a reference?  YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact your previous supervisor for a reference?  YES  NO

## Disclaimer and Signature

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the School District of Jefferson and will be kept active for one year. The District reserves the right to accept or reject this application. I further agree to observe all rules, regulations, and policies of the District.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby authorize the District to conduct work history, personal reference, and/or police record inquiries to determine my acceptability for employment. I understand that I may be contacted, at a later date, by the District to obtain the necessary information that may be needed to conduct the above mentioned inquiries. Furthermore, I release all parties from liability for any damage that may result from furnishing the same to you.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Board does not discriminate in the employment of administrative/professional/support staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities. Reference: po1422/ po3122/ po4122