



MUKWONAGO AREA SCHOOL DISTRICT

385 E Veterans Way, Mukwonago, Wisconsin 53149 • (262) 363-6300

FAX (262) 363-6272

masdjobs@masd.k12.wi.us

APPLICATION FOR: (Check all that you are applying for)

Food Service Custodial Substitute (Fill out page 5 also)

Building Better
Schools Together

Clerical Instructional Assistant Health Assistant
CPR/First Aid Cert. Required

LAST NAME: _____ FIRST NAME: _____ MI: _____

DATE: _____ PHONE: _____ CELL PHONE: _____

Is any additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your work and educational record?

Yes No If Yes, Explain _____

E-MAIL ADDRESS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MAILING ADDRESS (If different from above): _____

CITY: _____ STATE: _____ ZIP: _____

POSITION APPLIED FOR: _____ SALARY YOU WOULD EXPECT: _____

DATE OF AVAILABLE EMPLOYMENT _____

TYPE OF WORK: Part Time Full Time Substitute Other

SHIFT PREFERENCE: 1st 2nd 3rd Rotating

DAYS AVAILABLE FOR WORK (Check) MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY
 SUNDAY HOLIDAYS

NOTE: Reasonable efforts will be made to accommodate the religious needs of employees regarding Saturday and Sunday work.

EDUCATIONAL RECORD

Grade School Name _____ Location _____

High School Name _____ Location _____

Grade Average _____ Highest Year Completed _____

Special Courses: _____

Other (College): Name: _____ Location: _____

Trade School: Program: _____ Completed: Yes No

Etc. Grade Average: _____ License or Certificate Held: _____

EMPLOYMENT EXPERIENCE: In this space account for all time within the past ten years. Include military service and any periods of unemployment.

Give name of most recent employers first:

Employed From To	Employers Name and Location	Position/Salary	Reason for Leaving
____ / ____	_____	_____	_____
____ / ____	_____	_____	_____
____ / ____	_____	_____	_____
____ / ____	_____	_____	_____

Do you type? _____ Words per min. _____

If you are an experienced operator of any specific software or office machinery please list:

If you are an experienced operator of any plant machinery, kitchen equipment, or have other job related special skills please list:

REFERENCES: Give three references, not relatives, who have known you for at least five years whom we may contact. At least one reference must be a former employee or supervisor.

Name	E-mail / Telephone	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

Answer yes or no to each item:

- | | |
|---|-------------|
| 1. Do you have any outside responsibilities which would interfere with this job's requirements or work schedule? | Yes No |
| 2. Are you the subject of any pending criminal charges? | Yes No |
| 3. Have you ever resigned, been suspended or discharged due to conduct relating to the health, welfare, safety or education of any pupil? | Yes No |
| 4. Have you ever resigned, been disciplined or dismissed from any position for immoral or unprofessional conduct or for unfitness for services? | Yes No |

Use this space and additional sheets if necessary for explanations about answers given above or other information which would be beneficial to your application.

CERTIFICATION STATEMENT: (Read carefully before signing) All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or if employed may be cause for dismissal. By signing below I authorize Mukwonago Schools to perform a background check on all information provided by me on this application, including but not limited to information relating to criminal charges, past criminal convictions, education, licensure, and employment history. I further authorize any holder of information pertaining to the information supplied by me on this application to release such information to the Mukwonago Schools, which shall remain confidential pursuant to Wisconsin law. I understand and agree that Mukwonago Schools shall not be held liable in any respect for any actions taken by Mukwonago Schools to check such information, nor shall Mukwonago Schools be held liable in any respect if my employment is either denied or terminated as a result of any false statements, answers, or omissions made by me on this application or on any other document submitted in connection with my application for employment.

I understand that I may be required to undergo a post-conditional offer of employment physical/mental examination, which may include a drug and/or alcohol test, and hereby authorize the release of the results of such physical examination and drug and/or alcohol tests to the Mukwonago Schools. I understand that I may be required to undergo future such examinations or tests and that my employment is contingent upon successful completion of such tests and examinations. I understand and release the Mukwonago Schools from any and all liability with respect to such examinations and tests, and hold the Mukwonago Schools harmless for any decision made in this respect.

I understand this is a preliminary application and not a contract to employ me. If employed I agree to comply with all rules of the Mukwonago Schools as a condition of continued employment.

Signature: _____ Date: _____

The Mukwonago Area School District complies with the provisions of Title IX, Section 504 of the Rehabilitation Act of 1978, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and Wisconsin Fair Employment Act; and does not discriminate against students per Section 118.13, Wis. Stats., on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, religion, physical, mental, emotional or learning disability or handicap in its educational programs or activities.

The Mukwonago Area School District is an equal opportunity employer. Personnel hiring and administration in the district are to be conducted so as not to discriminate against applicant or employee on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, political affiliation or belief, arrest, or conviction record, (unless the convictions is substantially related to the assigned job duties), or membership in the national guard, state defense force, or any reserve component of the military forces of the United States.

Reasonable accommodations in the application process shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the district. Individuals with disabilities requesting accommodations should contact the Equal Opportunities Officer, Dr. Maxine Towle.

Questions regarding compliance should be addressed to:

Tim Lemke - Equal Opportunity Officer
385 E Veterans Way
Mukwonago, WI 53149
Tel. No. (262) 363-6300 x-24200

Andy Trudell – Title IX
Mukwonago High School
605 W. Veterans Way
Mukwonago, WI 53149
Tel. No. (262) 363-6200 x-25581

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385 E Veterans Way
Mukwonago, WI 53149

SUBSTITUTE INFORMATION SHEET

NAME: _____

DATE: _____

TELEPHONE NUMBER INCLUDING AREA CODE: _____

I WOULD LIKE MY NAME ADDED TO THE SUBSTITUTE LIST.

Days Available for Work:

Monday Tuesday Wednesday Thursday Friday

Times Available:

Areas of Substitute Interest: (Check all that apply):

Clerical Instructional Assistant (LD, CD, ED) Food Service

Custodial Playground Monitor (Elementary Only) Health Assistant
Current CPR/AED & First Training in Required

Comments:

Please return this form with your application