NEW AUBURN SCHOOL DISTRICT

RETURN APPLICATION TO:
704 N. EAST STREET
NEW AUBURN, WI 54757
(715) 237-2202 FAX (715) 237-2350

DATE_____

APPLICATION FOR CERTIFIED EMPLOYMENT

NAME _____

CURRENT ADDRESS _____

_____ _____
City State Zip Social Security Number

Until _____20 ____ ( )_____
Telephone Number

PERMANENT ADDRESS _____ ( ) _____
Message Number

_____ ( ) _____
City State Zip Telephone Number

Have you previously been employed by this district: _____Yes _____No Date _____ _____

POSITION DESIRED: Please be specific, i.e., 1st grade, middle math, high school geography**.**

1. _____ 2. _____

3. _____ 4. _____

DO YOU HAVE A VALID WISCONSIN TEACHING CERTIFICATE? _____Yes _____No
Please list certificates held including endorsements and codes (Example: 41-105, Elementary K-5: 27-300, Secondary English)

_____

_____

PLEASE LIST EXTRACURRICULAR ACTIVITIES YOU ARE QUALIFIED FOR AND WILLING TO SPONSOR.

1._____ **2.**_____ **3.**_____

LIST ANY LANGUAGE(S) SPOKEN OTHER THAN ENGLISH _____

EDUCATION AND TRAINING
Please list in order of attendance all education institutions attended including high school.

INSTITUTION AND LOCATION	DATES ENROLLED	MAJOR	CREDITS EARNED	MINOR	CREDITS EARNED	GPA	DEGREE AND DATE EARNED

PREVIOUS PROFESSIONAL EXPERIENCE (List most recent first)					
INCLUSIVE DATES From Mo/Yr To	**# OF FALL SEMES. TAUGHT**	**% OF CONTRACT**	**NAME AND ADDRESS OF SCHOOL**	**GRADE/ SUBJECT LEVEL**	**REASON FOR LEAVING POSITION**

LIST HONORS RECEIVED: _____

_____

ORGANIZATIONS: Please include names of professional and community organizations of which you are now or have been a member. _____

_____

LEADERSHIP ACTIVITIES: Please list any leadership positions you held in any of the above organizations:

_____

_____

.....

REFERENCES

PERSONAL REFERENCES (Not former employers or relatives)

NAME AND OCCUPATION	ADDRESS	TELEPHONE

PROFESSIONAL REFERENCES (Not former employers or relatives)

NAME AND OCCUPATION	ADDRESS	TELEPHONE

If offered employment with the District, will you be able to perform the essential functions of the job with or without reasonable accommodation? Please explain _____

_____

TEACHER APPLICATION SUPPLEMENT

PLEASE COMPLETE THE FOLLOWING ITEMS IN THE SPACE PROVIDED. ANSWER IN YOUR OWN HANDWRITING.

1. Outline some of the things you will do as a teacher which will allow you to establish harmonious relationships with students.

2. Explain how your own personal values will be reflected in your teaching.

3. Comment on the following components of teaching. Indicate specific strategies you would utilize in each.

    a. Motivation

    b. Classroom Management

    c. Planning

ALL APPLICANTS MUST INCLUDE THE FOLLOWING WITH YOUR COMPLETED APPLICATION FORM:

(1) Transcripts of all undergraduate and graduate studies. Copies are acceptable during the process, but official transcripts mailed from your college or university are required before you may be hired for a district position.

(2) Placement or Credential file, or three letters of recommendation.

(3) Copies of appropriate Wisconsin Teaching Certificate, as well as copies of any teaching certificates issued by any other states. Occasionally, an applicant cannot provide a copy of a teaching certificate because they have made application but it has not yet been issued. In such cases it is expected a copy will be sent to the Personnel Office as soon as the applicant receives it. Recent graduates of Wisconsin colleges or universities who have not had time to secure a Wisconsin Teaching Certificate must submit a Professional Education Certificate issued by your training institution as a temporary license.

(4) Copies of all other licenses required for the certified position for which application is being submitted.

INTERVIEW BY _____ **DATE** _____

_____ **DATE** _____

_____ **DATE** _____

INTERVIEWER COMMENTS:

EQUAL OPPORTUNITY EMPLOYER

The New Auburn School District recognizes that academic excellence is enhanced when students are exposed to a broad range of ideas, individuals, and experiences. It is, therefore, committed in a fundamental policy of providing equal opportunity for persons to seek, obtain and hold employment regardless of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, member ship in the armed forces, or the use or non-use of lawful products off the employer's premises during non-working hours. Further, the district will endeavor to actively promote the full realization of equal employment opportunity.

NEW AUBURN SCHOOL DISTRICT
DISCLOSURE STATEMENT

The responsibility of the New Auburn School District to its school children and community necessitates the following information from all selectees regarding criminal convictions*. A record of arrest or conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from further consideration for employment. Applicants must report any arrest or convictions that occur subsequent to the time they initially completed this form. Provide all the information requested writing five work days to the Assistant Superintendent for Personnel, New Auburn School District, 704 N. East Street, New Auburn, WI 54757.

Name_____
Last First Middle

Other names used _____ Dates **of usage** _____

Social Security Number _____ **Date of Birth** _____

Sex _____ Race _____

Have you ever been arrested for or convicted* of, or do you presently have pending, charges for violations of law other than minor traffic violations: ☐ Yes ☐ No (In accordance with state law, arrests, convictions or pending charges will not be used or considered unless they are substantially related to circumstances of the particular job.) If the answer to the above question is "Yes", please fill in the information below and attach a letter of explanation. If you have more than two convictions or pending charges, list them on a separate sheet.

ARREST OR CONVICTION INFORMATION

1. Charge		**Date of Arrest/Conviction**	**County and State**
City	**State**	**Amount of Fine**	**Length of Jail Term**
Remarks:		**Length and Term of Probation**	
2. Charge		**Date of Arrest/Conviction**	**County and State**
City	**State**	**Amount of Fine**	**Length of Jail Term**
Remarks:		**Length and Term of Probation**	

*Conviction means *the final Judgment of a verdict or a guilty*, a plea of *guilty*, or a plea of *nolo contender*, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

I authorize the investigation of all statements contained herein, authorize any involved Agency to provide requested information, and understand that any document relevant to this information may be reviewed by the agents of the New Auburn School District. I understand that my employment is not finalized until the background investigation has been completed.

I certify that the answers given by me in this application are true and correct without omissions of any kind. I agree that the District shall not be held liable in any respect if my employment is terminated because of false statements or answer omissions made by me in this application. In consideration of the school district's *review* of this application, *I hereby release the District as well as all providers of information from any liability and for any damage* which may result from the furnishing and receiving of this information.

_____

Signature **Date**

No person shall be discriminated against or harassed in any action under any program or activity sponsored by the N.A.S.D. solely by reason of age, race, creed, color, handicap/disability, marital or parental status, sex. National origin, ancestry, sexual orientation, arrest record, conviction record not materially related to the responsibilities of employment, membership in the national guard, state defense force or any reserve component of the military forces, or use or non-use of lawful products outside the workplace during non-working hours.