

NAME \_\_\_\_\_  
Last First Middle SOCIAL SECURITY NUMBER \_\_\_\_\_



## Employment Application - General

RETURN COMPLETED FORM BY U.S. MAIL, OR IN PERSON TO:

### The School District of Delavan-Darien

Attn: Employment Application - General  
324 Beloit Street  
Delavan, WI 53115

DATE \_\_\_\_\_

POSITION(S) PREFERRED \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ ( )  
Street City State Zip Code Phone

PERMANENT ADDRESS \_\_\_\_\_ ( )  
Street City State Zip Code Phone

ARE YOU NOW EMPLOYED OR UNDER CONTRACT? \_\_\_\_\_ If yes, explain \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying? \_\_\_\_\_ YES \_\_\_\_\_ NO (Please explain)

Have you ever been convicted of any felony, misdemeanor or other offense (other than minor traffic violations), or do you have such a charge pending?  
(Please note this information is considered only if the offenses substantially relate to the position applied for in this application.)  
\_\_\_\_\_ YES \_\_\_\_\_ NO (If yes, please attach an explanation.)

Date available for employment with us: \_\_\_\_\_

Have you ever filed an application with this school district? \_\_\_\_\_

### EDUCATION AND TRAINING

High School: \_\_\_\_\_  
Name City & State Graduate? (yes or no)

COLLEGE / UNIVERSITY OR OTHER EDUCATION / TRAINING: (list most recent first)

School & Location	Dates Attended	Major	Minor	Degree

Identify technology/computer programs or equipment you can use, and any special training you've had:

**WORK EXPERIENCE & REFERENCES**

Personal references regarding experience, preparation, & training (preferably supervisor)

(List most recent first)

Employer & Location	Kind of Work	Dates	Reason for Leaving
1.			
Reference Name:		Title:	Telephone:
2.			
Reference Name:		Title:	Telephone:
3.			
Reference Name:		Title:	Telephone:
4.			
Reference Name:		Title:	Telephone:

What experiences or skills related to this position do you possess?

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**APPLICANT STATEMENT**

I understand consideration for employment with the School District of Delavan-Darien (District) is contingent upon the results of reference and background checks. I authorize District personnel to investigate all information provided by me on my application for employment. I understand this information will be used to evaluate my qualifications and suitability for District employment and to verify the correctness and completeness of the information provided by me.

I further understand the reference and background checks necessitate contacting present and past employers and any listed references or other individuals, who can verify information. I authorize any party (including employers, organizations and/or other individuals with which I have been or am currently associated and all persons connected with them) to release any information they may have about me to the District, including all of my personnel records. I understand the people contacted will be advised what they say will be held in confidence.

To the extent permitted by law, I hereby release from any and all liability the District, its officers, officials and all District employees and agents for acts performed in connection with evaluating my application, background, credentials and qualifications.

I understand the District does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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

Thank you for completing this application. Your interest in employment with the School District of Delavan-Darien is appreciated.

# The School District of Delavan-Darien

Applicant should keep this page for reference.

***Do not*** return this page with your application form.

To All Applicants:

We are often asked questions about the status of applications and how we go about our screening, interviewing and hiring process. Understanding our process will eliminate the need for you to call to inquire about the status of your application.

Applications are made available to supervisors who are most directly involved in the interview process. The supervisor, with the possible aid of an interview team, will determine which applicants will be formally interviewed. You will be called by the supervisor if you are selected to be interviewed.

The supervisor may begin interviews as soon as completed applications are received. This process might begin before the due date for all applications.

Once applicants have been screened and interviewed, the supervisor recommends a candidate for a contract.

Interviews are only given for existing vacancies. Only those candidates interviewed are notified when the position is filled.

We appreciate your interest in employment with The School District of Delavan-Darien.