

NAME _____
Last First Middle SOCIAL SECURITY NUMBER _____



Employment Application - Professional

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

The School District of Delavan-Darien

Attn: Employment Application - Professional
 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 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 had a teaching or other professional license revoked or suspended? _____ YES _____ NO (If yes, please attach an explanation.)

Have you taken a content licensing test in the areas you are certified in? _____ YES _____ NO

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: _____

EDUCATION AND PROFESSIONAL TRAINING

High School: _____
Name City & State

COLLEGE & UNIVERSITY: (list most recent first)

School & Location	Dates Attended	Major	Minor	Degree

Number of Graduate Credits awarded since your Bachelor's Degree was conferred: _____

Number of Graduate Credits awarded since your Master's Degree was conferred: _____

CERTIFICATION

Areas of Certification	State Issuing License	Expires	Wisconsin DPI Code #
1. _____			
2. _____			
3. _____			

STUDENT TEACHING

School & District	Level or Subject	Cooperating Teacher & Phone	Assignment Dates
1.			
2.			

PROFESSIONAL EDUCATOR EXPERIENCE & REFERENCES

Personal references regarding preparation, training & experience (preferably principals or supervisors)

Total Years: _____

School & Location	Grade Level or Subjects	Reason for Leaving	Dates
1.			
Reference Name:		Title:	Telephone:
2.			
Reference Name:		Title:	Telephone:
3.			
Reference Name:		Title:	Telephone:
4.			
Reference Name:		Title:	Telephone:
5.			
Reference Name:		Title:	Telephone:

Have you ever been nonrenewed or laid off? _____ If yes, explain _____

RELATED WORK EXPERIENCE

(List most recent first)

Employer & Location	Kind of Work	Dates	Reason for Leaving

RELATED INFORMATION

For Elementary School Applicants:

List courses in teaching of reading:

For all Applicants:

List activities or sports you might supervise, sponsor or assist:

Honors, scholarships or other awards you have received: _____

Please contact your College Placement Office and have your transcript(s) and credentials (including letters of reference) forwarded to our district by the deadline date.

NOTE: Any applicant requiring reasonable accommodation to the application or interview process should notify the School District.

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 Name:

Please answer the following questions related to the position for which you are applying.
Limit your response to the space provided.

1. What are your three important reasons for wanting to be a teacher (or counselor, principal, etc.)?
2. How much do you want to know about your students to be most helpful to them?
3. What three things do you most want to know about your students?
4. How do you design an overall lesson for your class?
5. What four key components do you believe you must include in your plans?

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 principals and/or other supervisors who are most directly involved in the interview process. The principal, with the possible aid of an interview team, will determine which applicants will be formally interviewed. You will be called by the principal if you are selected to be interviewed.

The principal 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 principal recommends a candidate to the Superintendent. The Superintendent then meets with the person selected to sign 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.

Your checklist for a complete application packet:

- Letter of Application and Résumé
- Employment Application Form
- Transcript(s)
- Credentials (including letters of reference)