

II. Position(s) Desired (check all that you are interested in)

- Secretary
- Paraprofessional
- Special Education Paraprofessional
- Library Paraprofessional
- Buildings & Grounds (Custodial)
- Food Services
- Bus Driver

III. Clerical Skills (if applying for clerical work) Indicate if you have experience in any of the following:

- Typing (wpm ____)
- Fax
- Filing
- Computer/word processing
- Clerical (general)

List any computer software programs with which you are proficient:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Describe your computer systems and network experience (technical staff applicants):

IV. References (List three persons who are not related to you or are not previous employers, whom you have known for at least one year)

NAME	ADDRESS	OCCUPATION	TELEPHONE NO.

V. Term(s) of Employment Desired (Check all that apply)

___ SCHOOL YEAR
 ___ CALENDAR YEAR
 ___ SUMMER

___ PART-TIME
 ___ FULL-TIME
 ___ SUBSTITUTE
 ___ ELEMENTARY
 ___ MIDDLE SCHOOL
 ___ HIGH SCHOOL

VI. Education

	NAME & ADDRESS OF SCHOOL	NO. OF YEARS COMPLETED	DID YOU GRADUATE	DEGREE
HIGH SCHOOL				
COLLEGE - UNIVERSITY				
BUSINESS, TRADE, CORRESPONDENCE				
SPECIAL STUDY OR RESEARCH				

VII. Employment History (Begin with most recent)

NAME OF EMPLOYER	ADDRESS	POSITION HELD	REASON FOR LEAVING
SUPERVISOR'S NAME/TITLE	TELEPHONE NO.	FROM/TO	SALARY
NAME OF EMPLOYER	ADDRESS	POSITION HELD	REASON FOR LEAVING
SUPERVISOR'S NAME/TITLE	TELEPHONE NO.	FROM/TO	SALARY
NAME OF EMPLOYER	ADDRESS	POSITION HELD	REASON FOR LEAVING
SUPERVISOR'S NAME/TITLE	TELEPHONE NO.	FROM/TO	SALARY

VIII. Personal Statement

Prepare a **HANDWRITTEN STATEMENT** to include any experience or talent which in your estimation will contribute to your success in the position for which you are applying.

The School District of Bayfield Board of Education, as a prerequisite to employment, requires a certificate of good health signed by a physician (Physical Report), and a criminal information records check through the Wisconsin Department of Justice and other appropriate agencies.

RELEASE

I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies and other sources of information which may be relevant to my applications for employment. It is understood and agreed that any misrepresentation, false statement or omissions by me in the Application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to the School District of Bayfield. I have read, understand, and agree to the above statement. (Sign below).

DATE

APPLICANT SIGNATURE

EQUAL OPPORTUNITY EMPLOYER

The School District of Bayfield does not discriminate in employment on account of race, color, religion, sex, pregnancy, national origin, age, disability, ancestry, marital status, arrest record, conviction record, sexual orientation, national guard/reserve membership and the non-work related use or non-use of lawful products. The School District of Bayfield is in compliance with the Americans With Disabilities Act.