



**SOLON SPRINGS SCHOOL DISTRICT**  
**8993 E. BALDWIN AVENUE**  
**SOLON SPRINGS, WI 54873**  
*Tel: 715-378-2263 Fax: 715-378-2073*  
*WWW.SOLONK12.NET*



**APPLICATION FOR EMPLOYMENT**

The Solon Springs School District does not discriminate in employment on the basis of race, color, religion, national origin, sex, age, marital status, disability, sexual orientation, arrest or conviction record, or any other legally protected status. The District is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities.

**PERSONAL INFORMATION:**

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State/Zip

Permanent Address \_\_\_\_\_  
Street City State/Zip

Telephone (Home): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

(Work): \_\_\_\_\_ E-Mail: \_\_\_\_\_

**POSITION SOUGHT: (check all that apply)**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Teacher            | <input type="checkbox"/> Teacher Aide      | <input type="checkbox"/> Substitute Teacher | <input type="checkbox"/> Bus Drive/Sub |
| <input type="checkbox"/> Secretary/Clerical | <input type="checkbox"/> Kitchen Help/Cook | <input type="checkbox"/> Janitorial         | <input type="checkbox"/> Coach         |

**EDUCATIONAL HISTORY:**

High School:  
Name: \_\_\_\_\_ Location: \_\_\_\_\_ Diploma (Y/N) \_\_\_\_\_

Post Secondary (most recent first)

School: \_\_\_\_\_ Location: \_\_\_\_\_ Diploma (Y/N) \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

School: \_\_\_\_\_ Location: \_\_\_\_\_ Diploma (Y/N) \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Teacher Certification<sup>1</sup> (if applicable) Area(s): \_\_\_\_\_ Grades: \_\_\_\_\_

*Additional relevant schooling & certification information should be included on separate sheet of paper.*

**STUDENT TEACHING: (for teacher applicants only)**

School Name: \_\_\_\_\_ Location: \_\_\_\_\_ Grade (s) \_\_\_\_\_

Coop Teacher: \_\_\_\_\_ Phone: \_\_\_\_\_

School Name: \_\_\_\_\_ Location: \_\_\_\_\_ Grade (s) \_\_\_\_\_

Coop Teacher: \_\_\_\_\_ Phone: \_\_\_\_\_

**WORK EXPERIENCE: (most recent first – attach separate sheet with listing of other relevant employment)**

Position: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

**REFERENCES:**

Name: \_\_\_\_\_ School/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Address: \_\_\_\_\_

Basis of Reference (e.g. previous supervisor): \_\_\_\_\_

Name: \_\_\_\_\_ School/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Address: \_\_\_\_\_

Basis of Reference (e.g. previous supervisor): \_\_\_\_\_

Name: \_\_\_\_\_ School/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Address: \_\_\_\_\_

Basis of Reference (e.g. previous supervisor): \_\_\_\_\_

**BACKGROUND INFORMATION:**

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your current employer aware of your application for another job? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

Have you ever been investigated, disciplined, dismissed, asked to resign, or resigned from employment based in whole, or in part, because of *job-related performance factors* OR *immoral conduct*? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", please provide written explanation:

\_\_\_\_\_

Have you ever been convicted of a felony, misdemeanor or traffic related offense beyond a minor speeding ticket? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", please provide written explanation:

\_\_\_\_\_ *(Payment of a fine will not be an automatic bar to employment and will be considered only as it is related to employment)*

Have you ever paid a civil forfeiture, or fine for a non-traffic related offense, including municipal court violations, shoplifting, etc.? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", please provide written explanation:

\_\_\_\_\_ *(Payment of a fine will not be an automatic bar to employment and will be considered only as it is related to employment)*

Do you have any charge(s) pending against you? Have you ever had a Restraining Order against you? If "Yes", please provide written explanation: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_

\_\_\_\_\_ *(A pending charge will not be an automatic bar to employment and will be considered only as it is related to employment)*

Have you ever been denied employment because of failure to pass a drug screening OR for falsification of employment records? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", please provide written explanation:

\_\_\_\_\_

*An offer of employment is conditional based upon proof of eligibility to work in this country, successful background & criminal background checks, appropriate certification, passing of physical and other conditions that may be required including approval by the School Board, including favorable drug screening by a clinic selected by the District.*

**AUTHORIZATION**

*I hereby authorize investigation of all statements contained in this application or made by me during the hiring process. I understand that misrepresentation or omission of facts called for is cause for denial of employment or dismissal. The Solon Springs School District and its employees shall not be held liable if I am denied employment, or terminated following employment, if it is verified that I provided false statements and/or omitted substantive information.*

*I voluntarily grant the Solon Springs School District the right to investigate statements I have made in the job application process, as well as other job related information, activities and references. I also authorize any current or former employer, person, firm, corporation, school, or government agencies (including law enforcement) to disclose to the Solon Springs School District any information that is sought as part of a background check. I hereby release the School District of Solon Springs, and providers of information, from liability for any damages, which may result from furnishing of this information.*

Dated: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**PERSONAL STATEMENT:**

You have applied for a position in a school district that is very unique because of its size, demographics and location. How would you contribute to this being one of the best small school districts in Wisconsin?

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**Solon Springs Vision:**  
*“We are an inviting, caring, family environment partnering with our communities to engage ourselves in the learning process and challenge students with pride and honor.”*

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<sup>i</sup> Certified staff who are hired must present copies of licenses held, or license application(s) in process, within 10 days of employment or by September 15<sup>th</sup> of one’s first year of employment.