

Application for Employment – Teaching Staff
Pardeeville Area School District

For Office Use

Date Received

Applicant

Last Name First Name Middle Name

House or Fire No. Street/Road Name City State Zip

Position(s) Applying For

Telephone # Email Address

Education

High School

School Name _____ Location _____

Years Completed _____ Year Diploma/Degree Earned _____

Tech School

School Name _____ Location _____

Years Completed _____ Year Diploma/Degree Earned _____

College

School Name _____ Location _____

Years Completed _____ Year Diploma/Degree Earned _____

Graduate School

School Name _____ Location _____

Years Completed _____ Year Diploma/Degree Earned _____

Describe any specialized training, apprenticeship, skills, etc., that would assist you in performing the duties associated with the position for which you have applied.

Employment (Start with your present or most recent job and do not omit any positions. If further space is needed, please attach a typed copy of additional work experience to completed application form).

Employer	Dates Employed
Address	From To
Phone	Hourly Rate
Supervisor	Starting Final
Work Performed	
Reason for Leaving	

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Address	From To
Phone	Hourly Rate
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References

Provide the name, address, and phone number of three references who are not related to you and who are not former employers.

1. _____
2. _____
3. _____

Have you ever been employed by the Pardeeville Area School District?

☐

YES

☐

NO

If yes, give dates and position(s): _____

Have you previously submitted an application with the Pardeeville Area School District?

☐

YES

☐

NO

If yes, give dates and position(s) applied for: _____

May we contact your current or most recent employer?

☐

YES

☐

NO

Are you currently on lay off status and subject to recall?

☐

YES

☐

NO

On what date would you be available to begin work?

How would you describe your work absentee record during the last year(s)? _____

Have you quit a job in the last 3 years? If so, explain? _____

Have you been discharged from a job in the last 3 years? If so, explain? _____

Have you ever been convicted of a crime other than a minor traffic violation?

☐

YES

☐

NO

A criminal conviction is a final judgment of a verdict or a finding of guilty, a plea of guilty or a plea of nolo contendere (no contest) 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, pardoned, reversed, set aside or otherwise rendered invalid. If "yes" enclose a letter that explains the situation and your current status.

Is there a criminal charge, felony or misdemeanor, currently pending against you?

☐

YES

☐

NO

If "yes" enclose a letter that explains the situation and your current status. You are not required to provide information about arrests which did not lead to pending criminal charges.

Pending criminal charges or a record of conviction are not an absolute bar to employment. They will be considered only if the offense(s) are substantially related to the particular job for which you are applying. However, any omission, false answer or false statement by you regarding pending criminal charges or convictions will be grounds for refusal to employ or for discharge if already employed by the Pardeeville Area School District.

Short Answer

For teaching applicants only. Please answer the following questions completely and attach typed responses to completed employment application.

1. What would you describe as your greatest strength as a teacher? Greatest weakness?
2. How do you encourage students to learn? Provide an example.
3. Describe your teaching style.
4. What do you like most about teaching? What do you dislike most?
5. Give an example of a successful teaching experience. Give an example of a frustrating experience.
6. Describe your student teaching experience.

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation by the District of all statements contained in this application for employment and of past and present employment and education as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in this application or in subsequent interview(s) may result in immediate discharge and I agree that the District shall not be held liable in any respect if my employment is terminated for that reason.

I further understand that any offer of employment is subject to the results of a criminal background check that the Pardeeville Area School District will be conducted through the Wisconsin Department of Justice and local law enforcement agencies. This authorization shall be valid for six (6) months from the date of my signature below.

Signature of Applicant

Date

Our employment practice is to select three to five applicants, who appear the most qualified for the position, and schedule a personal interview with these applicants. You will be contacted if you are selected to be interviewed. Applicants will be notified when the position has been filled.

This application for employment shall be considered active until the vacant position has been filled. Applications will be returned and may be given consideration for a period not to exceed one calendar year for other positions that become vacant.

The Board of the Pardeeville School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The full notice of nondiscrimination is located at <https://www.pasdwi.org/district/district-non-discrimination-policy.cfm>. This institution is an equal opportunity provider.