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Ithaca School District
24615 State Highway 58
Richland Center, WI 53581
Office 585-2512, Fax 585-2505

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Maiden Name

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this district? YES ☐ NO ☐ If yes, when? _____

Driver license # _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

In accordance with Public Act #94-221 Please answer the following questions by checking the appropriate box.
Criminal charges or convictions are not an automatic bar from employment. The district will consider the nature of the offense, the date of the offense and the relationship between the offense and the position applied for.

* Have you ever been convicted of a felony or any other offense, either within or outside the U.S.?

YES
☐

NO
☐

If so, identify the approximate date, location and nature of each conviction on a separate sheet and attach to this application.

*Are any criminal charges Currently pending against you either within Wisconsin or outside of Wisconsin?

YES
☐

NO
☐

If so, identify the jurisdiction in which such charges are pending, the nature of the charges and give an explanation on a separate sheet and attach to this application.

*Are you currently enrolled in a program of deferred adjudications (rehab, pretrial drug or alcohol education)?

YES
☐

NO
☐

If so, identify the jurisdiction in which such a program is pending and give an explanation of the nature of such program on a separate sheet and attach to this application.

I understand that if I am employed by the Ithaca school District, I will be required to submit to a state and national criminal history records check. I may also be required to submit fingerprints per s.118.19 (10)(c) Wis. Stats. For the purposes of submitting my fingerprints to the FBI for a national criminal history records check. I further understand and agree that if I have been convicted of a crime that I have not disclosed to the Ithaca School District, the board me immediately terminate my contract of employment (certified employee) or dismiss me (non-certified employee position) in accordance with the provisions of Public Act #94-221.

I hereby authorize any and all law enforcement agencies, current and former employers, credit agencies, and academic institutions to supply information regarding my background to the Ithaca School District and to its agents and employees, and I hereby release all such former employers, law enforcement agencies, credit agencies, and academic institutions, their agents and employees from any liability arising from the supplying and use of such information.

In accordance with Public Law #91-508 we are required to advise you of the following:

Public law #91-508 requires that we advise you that inquiries may be made during the processing of this application obtain information concerning your character, general reputation, personal characteristics and mode of living. Upon written request, additional information as to the nature and scope of the any such inquiries will be provided. I authorize all persons and entities to supply information regarding my background and former employment to the Ithaca School District and its agents and employees and hereby release the same and any such persons or entities from any liability arising from the supplying of this information. I certify the statements made in this application are true and correct to the best of my knowledge and recognize any deliberate falsification could result in termination of employment with the school district.

Signature: _____ Date: _____

It is the policy of the Ithaca School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, public service, recreational, or other program or activity because of the person's sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability as required by section 118.13 of the State Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 Rehabilitation Act (handicap), and Title II of the Americans with Disabilities Act of 1990 (disability).

The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

The District encourages informal resolution of complaints under this policy. A formal complaint procedure is available, however, to address allegations of policy violations in the district.

Any questions concerning policy, Title IX, Section 504/ Title II and 118 should be directed to:

Julie R. Prouty District Administrator
Ithaca School District 24615 State Highway 58 Richland Center, WI 53581
608-585-2512 julie.prouty@ithaca.k12.wi.us

If you need to be accommodated in applying for any position in the Ithaca School District, please call the District office and ask. 608-585-3100.

For Office use only:

Position Hired for: _____

Pay Rate: _____

Starting date: _____