

APPLICATION FOR EMPLOYMENT
WHITING COMMUNITY SCHOOL
An Equal Opportunity Employer

Instructions: Please print all information and complete every part of this application. If there is a question which does not apply to you, mark "N/A"; do not leave any question unanswered.

Any false, misleading or incomplete responses may result in disqualification for hire or immediate dismissal from employment. You may add another page if necessary.

Position(s) applied for: (1) _____ (2) _____

Today's date: _____ Date you can start: _____

How did you learn about this job? _____

Personal Information

Name: _____
Last First Middle

Home Address: _____
Street City State Zip Code

Home Phone: _____ Other Phone: _____

Social Security Number: _____

Are you available Full-time Part-time Temporary

Schedule limitations:

Have you ever been employed by the Whiting Community Schools before? No Yes

Have you applied for a job with us before? No Yes
(If yes, state dates and jobs)

Do you have relatives employed by us? No Yes
(If yes, please state who and relationship)

Have you ever been convicted of a felony, or of any crime relating to theft, dishonesty or abuse? No Yes
(If yes, please provide details)

Note: A conviction record will not necessarily disqualify an applicant from employment. The circumstances of the conviction will be considered in relation to the nature and duties of the job applied for.

STATEMENT OF NONDISCRIMINATION
WHITING COMMUNITY SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF AGE, COLOR, CREED, NATIONAL ORIGIN, RACE, RELIGION, MARITAL STATUS, SEX, SEX ORIENTATION, GENDER IDENTITY, PHYSICAL ATTRIBUTES, PHYSICAL OR MENTAL ABILITY OR DISABILITY, ANCESTRY, POLITICAL PARTY PREFERENCE, POLITICAL BELIEF, SOCIOECONOMIC STATUS OR FAMILIAL STATUS.

Education and Training

List High School, technical or trade school, college, and post graduate education, if any in that order.

School/College	Level Completed	Degree	Major Subjects
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Other Skills

Describe any computer, office machine, tool or equipment skills and proficiency level:

Describe any other special skills or qualifications (include continuing education not resulting in a degree or license) which may help you in the position you applied for:

List all professional licenses or certificates held including state, license or certificate type, date issued and license or certificate number:

List any relevant professional, business or civic organizations to which you belong (optional):

Veteran Status

If you are a veteran of the armed forces of the United States, Please provide the following information:

Military Branch: _____ Dates of Service: _____

Discharge Date: _____ Honorable Discharge: Yes No

Note: A less than honorable discharge will not automatically disqualify you from employment.

Are you citizen of the United States, or specifically authorized to be employed in the United States? Yes
No

Note: The law requires that you provide evidence of your citizenship or work authorization if you are hired. Any offer of employment which you receive is contingent upon your providing the documentation we request from you.

Prior Employment

List your last four jobs, beginning with the most recent, (omit dates for jobs held more than five years ago).

4. Employer name/address/phone: _____

Job Title _____ Duties _____

Date employed _____ to _____ Salary/Wage/Bonus _____

Supervisor Name _____ Reason for leaving _____

3. Employer name/address/phone: _____

Job Title _____ Duties _____

Date employed _____ to _____ Salary/Wage/Bonus _____

Supervisor Name _____ Reason for leaving _____

2. Employer name/address/phone: _____

Job Title _____ Duties _____

Date employed _____ to _____ Salary/Wage/Bonus _____

Supervisor Name _____ Reason for leaving _____

1. Employer name/address/phone: _____

Job Title _____ Duties _____

Date employed _____ to _____ Salary/Wage/Bonus _____

Supervisor Name _____ Reason for leaving _____

References

List three references, other than relatives, whom we can contact.

1. Name _____ Phone # _____
How long known _____ Relationship _____ Occupation _____

2. Name _____ Phone # _____
How long known _____ Relationship _____ Occupation _____

3. Name _____ Phone # _____
How long known _____ Relationship _____ Occupation _____

Whiting Community School

Applicant Name (print)

By signing below, I certify that the answers and information set out above are true, accurate and complete to the best of my knowledge. I acknowledge that if any answer or information is not true, accurate or complete, I may not be hired, or if hired, I may be discharged. I authorize Whiting Community Schools to investigate all statements contained in this application for employment and to investigate my character and qualifications. I authorize my prior employees, references, and others with information regarding my work or educational history or my character, to provide Whiting Community School with all requested information referenced, and to cooperate fully with the investigation of my character and qualifications.

I understand that this application is not a contract of employment. I also acknowledge that no oral representations have been made, and that no one within Whiting Community Schools has authority to make oral contracts of employment. If hired, my employment relationship with the Whiting Community Schools is terminable at-will, with or without cause, be either Whiting Community School or myself.

I also understand that my employment may be conditioned upon favorable criminal background check and health evaluation including drug screening, which may include a medical examination by a physician selected by the employer, to which I hereby consent.

I understand and agree to all of the above conditions and statements set forth above, and throughout this application.

Signature: _____

Date: _____