



Today's Learners.
Tomorrow's Leaders.

BERLIN AREA SCHOOL DISTRICT

295 East Marquette St.
Berlin, WI 54923
(920) 361-2004
berlin.k12.wi.us

APPLICATION FOR EMPLOYMENT - General Application

PERSONAL INFORMATION

Today's Date _____ Position(s) Applying For _____

Applicant's Name _____
First Middle Last

Address _____
Street City State Zip

Phone Number _____ Email Address _____

EDUCATION AND PROFESSIONAL TRAINING

Check the highest level of education completed:

High School	Associate's Degree	Bachelor's Degree	Master's Degree
High School Attended _____		City/State _____	
College _____		City/State _____	
College _____		City/State _____	

EMPLOYMENT HISTORY

List in order from most recent employer through past employment:

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Reason for Leaving _____

Responsibilities _____

Employed From (Mo/Yr) _____ Employed To (Mo/Yr) _____

May we contact your previous supervisor for a reference? Yes No

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Reason for Leaving _____

Responsibilities _____

Employed From (Mo/Yr) _____ Employed To (Mo/Yr) _____

May we contact your previous supervisor for a reference? Yes No

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Reason for Leaving _____

Responsibilities _____

Employed From (Mo/Yr) _____ Employed To (Mo/Yr) _____

May we contact your previous supervisor for a reference? Yes No

Add an additional page if necessary.

REFERENCES

List three references not related to you. Do not duplicate employment references.

1. Name _____ Phone _____ Email _____

2. Name _____ Phone _____ Email _____

3. Name _____ Phone _____ Email _____

GENERAL INFORMATION

1. Do you have any pending arrests for crimes which affect the essential functions of the job for which you are applying for? Yes No

2. Have you ever been convicted of a felony or misdemeanor? Yes No

3. Have you ever worked for the Berlin Area School District? Yes No

4. Have you ever been dismissed or non-renewed, or resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct, or insubordination? Yes No

If yes to any of the above (1-4), please explain _____

5. Are you able to perform the duties required of the position for which you are applying? Yes No

If no please explain _____

6. Why are you interested in working for the Berlin Area School District? _____

7. List any additional information you would like the Berlin Area School District to consider _____

