

# BERLIN AREA SCHOOL DISTRICT

295 E Marquette Street

Berlin, WI 54923

Phone 920-361-2004 ~ Fax 920-361-2170 ~ [www.berlin.k12.wi.us](http://www.berlin.k12.wi.us)

## APPLICATION FOR EMPLOYMENT

General Application

Date of Application \_\_\_\_\_

Each item on this application is important. Read and complete carefully and accurately. **Please print or type.**

A complete transcript of all undergraduate and graduate college work, credentials and a current Wisconsin DPI license must be on file in the Administrative Services Center prior to employment. It is the responsibility of the applicant to supply this information prior to the closing date of the posted position.

### GENERAL INFORMATION

Last Name		First Name		Middle Name	
Mailing Address		City		State	Zip Code
Time at this Address	Home Telephone		Work Telephone	Social Security Number	
Place of Birth (city, state)			Driver's License Number & Issuing State		
Position Applying For	Years of Experience	Available Start Date	Are You Under Contract? yes                  no	Expiration Date of Contract	

The Berlin Area School District does not discriminate on the basis of religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, National Guard membership, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap or other bases prohibited under state or federal law. Any applicant who believes any of the questions in this application are discriminatory should so note and explain why they believe so.



Applicant's Name \_\_\_\_\_

**EMPLOYMENT REFERENCES**

Please give accurate, complete full-time and part-time employment records. List additional relevant employment on separate sheet if necessary. List **present or most recent employer first**.

<b>1</b>	Name of Employer/District		___ Full-time ___ Part-time		Dates Employed (MM/YY–MM/YY)	
			Hourly Rate _____		_____	
			Salary _____		Total Years _____	
	Address		City		State	Zip Code
Name and Title of Supervisor				Work Telephone of Supervisor		
Position and Description of Work (i.e. Grade Level or Subject)				Reason For Leaving		

<b>2</b>	Name of Employer/District		___ Full-time ___ Part-time		Dates Employed (MM/YY–MM/YY)	
			Hourly Rate _____		_____	
			Salary _____		Total Years _____	
	Address		City		State	Zip Code
Name and Title of Supervisor				Work Telephone of Supervisor		
Position and Description of Work (i.e. Grade Level or Subject)				Reason For Leaving		

<b>3</b>	Name of Employer/District		___ Full-time ___ Part-time		Dates Employed (MM/YY–MM/YY)	
			Hourly Rate _____		_____	
			Salary _____		Total Years _____	
	Address		City		State	Zip Code
Name and Title of Supervisor				Work Telephone of Supervisor		
Position and Description of Work (i.e. Grade Level or Subject)				Reason For Leaving		

<b>4</b>	Name of Employer/District		___ Full-time ___ Part-time		Dates Employed (MM/YY–MM/YY)	
			Hourly Rate _____		_____	
			Salary _____		Total Years _____	
	Address		City		State	Zip Code
Name and Title of Supervisor				Work Telephone of Supervisor		
Position and Description of Work (i.e. Grade Level or Subject)				Reason For Leaving		

All employers WILL BE contacted prior to an offer of employment.

Indicate, by number, employers you **DO NOT** want us to contact during the interview/selection process.

Employer    \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4            Reason \_\_\_\_\_



Applicant's Name \_\_\_\_\_

### RESIDENTIAL HISTORY

Please provide the following information for all present and past residences for the previous ten years. List additional relevant residences on a separate sheet if necessary. List **current or most recent residence first**.

1.	_____	_____	_____	_____	_____
	Dates (MM/YY–MM/YY)	Street Address			
		City	County	State	Zip Code
2.	_____	_____	_____	_____	_____
	Dates (MM/YY–MM/YY)	Street Address			
		City	County	State	Zip Code
3.	_____	_____	_____	_____	_____
	Dates (MM/YY–MM/YY)	Street Address			
		City	County	State	Zip Code
4.	_____	_____	_____	_____	_____
	Dates (MM/YY–MM/YY)	Street Address			
		City	County	State	Zip Code
5.	_____	_____	_____	_____	_____
	Dates (MM/YY–MM/YY)	Street Address			
		City	County	State	Zip Code
6.	_____	_____	_____	_____	_____
	Dates (MM/YY–MM/YY)	Street Address			
		City	County	State	Zip Code
7.	_____	_____	_____	_____	_____
	Dates (MM/YY–MM/YY)	Street Address			
		City	County	State	Zip Code
8.	_____	_____	_____	_____	_____
	Dates (MM/YY–MM/YY)	Street Address			
		City	County	State	Zip Code
9.	_____	_____	_____	_____	_____
	Dates (MM/YY–MM/YY)	Street Address			
		City	County	State	Zip Code
10.	_____	_____	_____	_____	_____
	Dates (MM/YY–MM/YY)	Street Address			
		City	County	State	Zip Code

Applicant's Name \_\_\_\_\_

### GENERAL QUESTIONS

Please check one per question.

1. Have you ever worked for the Berlin School District under a different name? \_\_\_Yes \_\_\_No  
If yes, what name? \_\_\_\_\_
2. Have you previously filed an application under your present name or a different name? \_\_\_Yes \_\_\_No  
If yes, when? \_\_\_\_\_
3. Are any of your relatives currently employed by the Berlin School District? \_\_\_Yes \_\_\_No  
If yes, list name and position \_\_\_\_\_
4. Who, if anyone, suggested that you apply for a position with the Berlin School District?  
Name \_\_\_\_\_
5. Please list any language, other than English, that you speak fluently.  
\_\_\_\_\_
6. Are you 18 years old or older? \_\_\_Yes \_\_\_No
7. Are you a citizen of the United States? \_\_\_Yes \_\_\_No  
If not a citizen, indicate alien status and alien registration number  
If naturalized, indicate certification number & date and place of naturalization  
\_\_\_\_\_
8. Do you currently hold a valid driver's license? \_\_\_Yes \_\_\_No
9. Are you able to perform the essential functions of the position for which you're applying either with or without reasonable accommodation? \_\_\_Yes \_\_\_No

For all "Yes" answers to questions 10-16, attach a detailed explanation, including all relevant documentation (e.g. letters, court documents, etc.).

CONVICTIONS WILL NOT NECESSARILY DISQUALIFY A CANDIDATE FROM EMPLOYMENT AND  
WILL BE CONSIDERED ONLY AS THEY SUBSTANTIALLY RELATE TO THE POSITION APPLIED FOR.

10. Are you the subject of any pending charges for a misdemeanor or felony? \_\_\_Yes \_\_\_No
11. Have you ever been convicted of a misdemeanor or felony? \_\_\_Yes \_\_\_No
12. Have you ever been investigated by any agency for alleged immoral or illegal conduct or incompetence? \_\_\_Yes \_\_\_No
13. Have you ever resigned, been disciplined or dismissed from any position for immoral or unprofessional conduct or for unfitness for service? \_\_\_Yes \_\_\_No
14. Have you ever had a certificate or license to teach or perform other school duties denied, revoked or suspended? \_\_\_Yes \_\_\_No
15. Have you ever resigned, been suspended or discharged due to conduct, including harassment relating to the health, welfare, safety or education of any person? \_\_\_Yes \_\_\_No
16. Is your educationally related license under investigation or is disciplinary action pending in any other state? \_\_\_Yes \_\_\_No

The Berlin Area School District may conditionally offer employment subject to review of driving and criminal records, results of physical examination (including drug testing), credit history and/or verification of application and interview information provided by the candidate.

**APPLICANT'S STATEMENT**

By signing below, I certify that the answers given by me to the foregoing questions and/or statements including all attachments and submittals in support of this application are true and correct to the best of my knowledge and without misrepresentations or omissions of any kind. I further understand that the making of any false or misleading statement or willful omission on the *Application for Employment*, or attachments or submittals, may be used to deny me employment, or if employed, used for discipline, up to and including termination. I agree that the Berlin Area School District shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me.

I, hereby, grant permission to the Berlin Area School District to investigate any of the information provided by me. I also authorize the companies, schools or persons named in this application to provide information, transcripts, records or documents requested regarding my work experience, educational background, conviction record, driving record, character or qualifications, personal or otherwise. I hereby release said companies, schools or persons from all liability for any damage that may result from furnishing this information to the Berlin Area School District. A copy of this signed release is as effective as the original.

I understand that after an offer of employment is extended to me, and prior to my beginning to work for the Berlin Area School District, I may be required to undergo a physical examination, which may include drug and/or alcohol tests. I, hereby, authorize the release of the results of such physical examination and drug and/or alcohol tests to the Berlin Area School District. I understand that I may be required to undergo future such examinations and tests and that my employment is contingent upon successful completion of such examinations and tests. I understand and release the Berlin Area School District from any and all liability with respect to such examinations and tests, and hold the Berlin Area School District harmless for any decision made by the Berlin Area School District in this respect.

I understand that if employed, I must furnish documents to verify my identity and eligibility for employment in the United States in accordance with the *Immigration Reform and Control Act of 1986*.

I agree to conform to the rules, regulations and policies of the Berlin Area School District. I fully understand and agree that filling out this *Application for Employment* does not obligate the Berlin Area School District to offer me a job, nor does it obligate me to accept a job. I understand that if I am offered a position that said employment does not become binding on the Berlin Area School District until the Board of Education has approved my employment, even if I have already started work.

I understand that the Berlin Area School District reserves the sole and exclusive rights and authority of management which includes the District's right to determine the number of hours per day or days per week during which operation shall be carried out; to select and determine the number and types of employees required for the total work force; to establish and change work schedules and assignments; to transfer, promote and demote employees or terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons; to establish standards of work performance; to make and enforce reasonable rules of the maintenance and protection of life and property; to suspend, discharge and otherwise discipline employees for just cause. Assignments to either grade level, building or position will be based on the needs of the District and may change from the initial assignment.

STATEMENTS OF QUALIFICATIONS, A RESUME OR ADDITIONAL INFORMATION WHICH REFLECT UPON YOUR CANDIDACY MAY BE ATTACHED IF NECESSARY.

This application includes (# of pages)\_\_\_\_\_ pages and may include other documents submitted by or for me in support of my candidacy.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# BERLIN AREA SCHOOL DISTRICT

*Berlin, Wisconsin 54923*

---

*Administrator  
Jerry Runice  
Business Office  
295 E. Marquette St.  
920-361-2004*

*High School Principal  
Robert Eidahl  
Berlin High School  
222 Memorial Dr.  
920-361-2000*

*Middle School Principal  
Diane Toraason  
Berlin Middle School  
289 E. Huron St.  
920-361-2441*

*Elementary Principal  
Scott Bartol  
Clay Lamberton School  
259 E. Marquette St.  
920-361-2442*

*Director of Instruction  
Penny Gillespie  
Berlin High School  
222 Memorial Dr.  
920-361-2000*

## **CRIMINAL RECORD CHECK AUTHORIZATION**

I, the undersigned, give my permission for the School District of Berlin to conduct a criminal history check. I understand that a criminal record does not constitute an automatic bar to employment and that it will only be considered as it relates to the position for which I have applied. I understand that in addition to the state criminal history check, local area law enforcement agencies may also be contacted for information.

I also give my permission for the school district to conduct a check of my driver's record.

Both the authorizations expire thirty calendar days after the date listed below.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Please print name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

WI Driver License #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_