

BROWERVILLE PUBLIC SCHOOLS

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

 Last Name First Name Middle Date

 Street Address Home Phone

 City, State, Zip Business Phone

 Position Desired Social Security No.

Are you available for full time work? _____ Yes _____ No _____
 Pay Expected

If not, what hours can you work? _____

Will you work over time if asked? _____ Yes _____ No

Are you legally eligible for employment in the United States? _____

When will you be available to begin work? _____

Other special training or skills (languages, machine operation, etc.)

EDUCATION

	NAME/LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	GRADUATION DATE	DEGREE /DIPLOMA
College					
High School					
Elementary					
Other					

EMPLOYMENT: (Please give accurate, complete full-time, part-time employment record. Start with present or most recent employer.)

1st Company Name: _____ Tel. No. _____

Address: _____ Employed from _____ to _____

Name of Supervisor: _____ Weekly Pay: Start _____ Last _____

State job title and describe your work: _____

Reason for leaving: _____

2nd Company Name: _____ Tel. No. _____

Address: _____ Employed from _____ to _____

Name of Supervisor: _____ Weekly Pay: Start _____ Last _____

State job title and describe your work: _____

Reason for leaving: _____

3rd Company Name: _____ Tel. No. _____

Address: _____ Employed from _____ to _____

Name of Supervisor: _____ Weekly Pay: Start _____ Last _____

State job title and describe your work: _____

Reason for leaving: _____

We may contact the employers listed above unless you indicate those that you do not want us to contact.

DO NOT CONTACT: _____

Reason: _____

MILITARY

Complete this section if you have served in the U.S. Armed Forces

Branch of Service: _____ Period of Active Duty (mo/yr): From _____ to _____

Rank at discharge: _____ Date of final discharge: _____

Application Addendum:

1. Please describe your experience/training:
2. Describe your knowledge/training with the use of computers:
3. Describe your organizational skills:
4. How do you make sure your work is of high quality?
5. Describe the importance of the position to the Browerville Public School:
6. Why should you be the individual we hire for the position?

The information requested below is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The law of most States also prohibits some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability.

Are you a U.S. Citizen? _____ Yes _____ No How long at present address? _____

What was your previous address? _____

How long at previous address? _____

Are you over 18 years of age? _____ Yes _____ No (If not employment is subject to verification of minimum legal age)

Have you ever been bonded? _____ Yes _____ No

If yes with which employer? _____

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? _____ Yes _____ No If yes, describe in full.

Have you received Workmen's Compensation or Disability Income payments? _____ Yes _____ No

If yes, describe: _____

SIGNATURE

I hereby declare the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I authorize you to obtain an investigative consumer report containing information obtained through personal interviews with my neighbors, friends and acquaintances. This report, if obtained, may include information as to my character, general reputation, personal characteristics and mode of living. I understand I have the right to make a written request within a reasonable period to receive additional detailed information about the nature and scope of any such investigation.

Date

Signature