



1908 150<sup>th</sup> Street/Hwy 46 North, Balsam Lake, WI 54810-7267  
Ph: (715) 825-3515 [www.unity.k12.wi.us](http://www.unity.k12.wi.us) Fx: (715) 825-3517

### APPLICATION FOR EMPLOYMENT

(5/2011)

#### I. PERSONAL HISTORY

NAME: \_\_\_\_\_ HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

Email Address: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_  
*Street/Route/Box City State Zip*

PREVIOUS ADDRESS: \_\_\_\_\_  
*Street/Route/Box City State Zip*

Position(s) applied for: \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

Have you ever been terminated or asked to resign from a previous position?  No  Yes  
If yes, please describe the circumstances: \_\_\_\_\_

If applying for a teaching position, have you ever had your teaching contract non-renewed?  No  Yes  
If yes, please describe the circumstances: \_\_\_\_\_

<p>Have you worked for us before? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, When? _____</p> <p>Previous Job Title: _____</p> <p>Reason for Leaving: _____</p>
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#### II. EDUCATION – (You may skip this part if it’s part of your resume.)

EDUCATIONAL ATTENDANCE	CERTIFICATION/DEGREE REC'D
High School	
Vocational School	
College/University	

EXPLAIN ANY SPECIALIZED TRAINING, ADDITIONAL SCHOOLING, OR EDUCATIONAL AWARDS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. PREVIOUS EMPLOYMENT (Most recent first.)**

<p><b>1. Company:</b> _____  Contact Name: _____  Dates Worked: _____  Salary/Wage: _____</p>	<p><b>Phone</b> _____  Phone _____  Position: _____  Reason for Leaving: _____</p>
<p><b>2. Company:</b> _____  Contact Name: _____  Dates Worked: _____  Salary/Wage: _____</p>	<p><b>Phone</b> _____  Phone _____  Position: _____  Reason for Leaving: _____</p>
<p><b>3. Company:</b> _____  Contact Name: _____  Dates Worked: _____  Salary/Wage: _____</p>	<p><b>Phone</b> _____  Phone _____  Position: _____  Reason for Leaving: _____</p>

**IV. PROFESSIONAL REFERENCES (List 3)**

Name: _____	Phone (H) _____
Company: _____	Phone (W) _____
Name: _____	Phone (H) _____
Company: _____	Phone (W) _____
Name: _____	Phone (H) _____
Company: _____	Phone (W) _____

**V. BACKGROUND CHECK AND SECURITY AUTHORIZATION**

To assure that we are providing the best service and safety to our students it is required that you complete the following information.

Full name \_\_\_\_\_  
Birth date \_\_\_\_\_ Soc. Security # \_\_\_\_\_ Dr Lic No. \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip  
Number of years at this address \_\_\_\_\_

Have you ever, in your lifetime, been convicted of or do you have any charges pending for felonies, misdemeanors and /or ordinance violations other than minor traffic violations? This includes all court addressed charges such as disorderly conduct, battery, worthless checks, etc.  YES  NO. If yes, please explain. Prior convictions may not exclude you from employment in our schools. Misrepresentations on this statement will exclude you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list two **personal** references

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

**VI. CONDITIONS OF EMPLOYMENT**

*I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any subjects covered by this application, and I release all such parties from all liability for any damage which may result from furnishing such information to you. A photocopy of this release shall be as valid as the original, and may be relied on by all persons providing information.*

*I hereby authorize the Unity School District to review my personal background check. I consent to having the Unity School District conduct a full and complete criminal background check. I understand that any misrepresentation on this application may result in immediate disqualification for any service within the Unity School District. I understand that Unity School District will verify the information I have provided above. I hereby release the District, its Board and its agents, as well as all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions. I understand this criminal background information is a necessary precaution, which may allow me to work at the school, and is for the safety and benefit of the students, the school, and myself.*

*I understand that no representative of the District has any authority to enter into any agreement for employment for any specified period of time or to assure any benefits or terms and conditions of employment other than those authorized by the Board of Education, either prior to commencement of employment or after I have been employed.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Unity School District does not discriminate on the basis of religion, race, creed, color, national origin, ancestry, age, sex, marital status, sexual orientation, disability, arrest or conviction record, membership in the national guard, state defense force, or any reserve component of the military forces of the United States or this state.

**Please return this application to:**

**Unity School District, Administrative Office  
1908 150<sup>TH</sup> Street/Hwy 46 North  
Balsam Lake, WI 54810-7267.**