



Describe any other education or training you have had such as vocational school, correspondence courses, service schools, in-service training, or volunteer work which you feel is relevant to the job for which you are applying.

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**WORK EXPERIENCE**—Provide a complete description. Be specific. Start with your most recent job. *Be certain to include service in the armed forces.* Indicate any changes in job title under same employer as a separate position. You may wish to attach a separate sheet with additional pertinent information.

Date Mo./Yr. To Mo./Yr.	Name of Organization and City and State Where Located	Type of Work and Duties
	Organization:	
	City: State:	
Part Time <input type="checkbox"/> Full Time <input type="checkbox"/>		Reason for Leaving: _____
Name of Supervisor: _____		

Date Mo./Yr. To Mo./Yr.	Name of Organization and City and State Where Located	Type of Work and Duties
	Organization:	
	City: State:	
Part Time <input type="checkbox"/> Full Time <input type="checkbox"/>		Reason for Leaving: _____
Name of Supervisor: _____		

Date Mo./Yr. To Mo./Yr.	Name of Organization and City and State Where Located	Type of Work and Duties
	Organization:	
	City: State:	
Part Time <input type="checkbox"/> Full Time <input type="checkbox"/>		Reason for Leaving: _____
Name of Supervisor: _____		

**REFERENCES**

References From Past Employment (*Persons who have supervised your work*)

NAME	ADDRESS	PHONE	OCCUPATION OR BUSINESS

**CHARACTER REFERENCES** - (*List at least three, but do not refer to relatives or former employers*)


May we contact previous employers in reference to your qualifications? \_\_\_\_\_

May we contact *present employer* in reference to your qualifications? \_\_\_\_\_

What is your present position? \_\_\_\_\_

When could you begin work? \_\_\_\_\_

Can you perform the essential functions of this job, either with or without reasonable accommodation? \_\_\_\_\_

If you have previously filed an application with the Rice Lake Area School District, give position applied for and approximate date \_\_\_\_\_

**OFFICE AND DATA PROCESSING APPLICANTS ONLY: (Check areas in which you have had experience.)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Bookkeeper            | <input type="checkbox"/> Switchboard             | <input type="checkbox"/> Composition/Writing |
| <input type="checkbox"/> Cashier               | <input type="checkbox"/> Typist                  | <input type="checkbox"/> Keypunch            |
| <input type="checkbox"/> Clerk, General Office | <input type="checkbox"/> Machine Operator—Office | <input type="checkbox"/> Computer Programmer |
| <input type="checkbox"/> Clerk, Account        | <input type="checkbox"/> Filing                  | <input type="checkbox"/> Computer Operator   |
| <input type="checkbox"/> Secretary             | <input type="checkbox"/> Records Management      | Other: _____                                 |
| <input type="checkbox"/> Stenographer          | <input type="checkbox"/> Department Supervision  | _____  |

Civil Service Rating: \_\_\_\_\_ Typing Speed wpm: \_\_\_\_\_ Shorthand wpm: \_\_\_\_\_

Office Machines (experience): \_\_\_\_\_

*NOTE: If you are seeking employment in the areas of building and grounds or school lunch, this position may require lifting, bending or stooping, climbing, standing for a long period of time, working in temperature extremes, and working outdoors.*

**SCHOOL LUNCH APPLICANTS ONLY: (Check areas in which you have had experience.)**

- |                                 |                                  |                                       |
|---------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Baking | <input type="checkbox"/> Cooking | <input type="checkbox"/> Other: _____ |
|---------------------------------|----------------------------------|---------------------------------------|

**BUILDINGS AND GROUNDS APPLICANTS ONLY: (Check areas in which you have had experience.)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Boiler Operation | <input type="checkbox"/> Laborer        | <input type="checkbox"/> Air Conditioning              |
| <input type="checkbox"/> Carpenter        | <input type="checkbox"/> Mechanic, Auto | <input type="checkbox"/> Heating & Ventilation Control |
| <input type="checkbox"/> Custodial        | <input type="checkbox"/> Painting       | <input type="checkbox"/> Truck Driver                  |
| <input type="checkbox"/> Electrical       | <input type="checkbox"/> Plumbing       | <input type="checkbox"/> None of the above             |

*Use this space to summarize any additional information necessary to describe your full qualifications.*

CERTIFICATION OF APPLICATION: I AUTHORIZE THE SCHOOL DISTRICT OF RICE LAKE TO MAKE ANY INQUIRY OF OR RECEIVE INFORMATION FROM ANY PERSON OR ORGANIZATION REGARDING MY SUITABILITY FOR EMPLOYMENT AND TO HEREBY GIVE PERMISSION TO THESE PERSONS OR ORGANIZATIONS TO PROVIDE SUCH INFORMATION.

I UNDERSTAND THAT ANY EVIDENCE OF FALSIFICATION, MISREPRESENTATION, OR OMISSION OF INFORMATION WILL BE CONSIDERED ADEQUATE CAUSE FOR DISCHARGE FROM EMPLOYMENT BY THE BOARD OF EDUCATION.

Date \_\_\_\_\_ Signature \_\_\_\_\_