Rice Lake Area School District





For Office Use Only

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS-PLEASE READ						Mental House	For Office Use Only		
Any applicant who provides unrequested information will be automatically rejected. RETURN TO: The District Administrator, Rice Lake Area School District, Administration Building, 700 Augusta Street, Rice Lake, Wisconsin 54868 (715) 234-9007							Renewal Dates:		
RENEWAL: Please ren remain an active applica			iod by letter or	phone if	you wish to				
The Board of Education I Act of 1964, Equal Oppoi of the Education Amendn religion, national origin, the District Administrator directed to that office.	rtunity Act of 1972 nent of 1973 prohi age or sex. Title I	?, Executive Orde bit discrimination IX Coordinator fo	er 11246, Equal n in employmen for the Rice Lake	Pay Act o t because o Area Sch	f 1963, Title of race, colo ool District	$\frac{e}{r}$ X $-$	firculation:		
NAME									
(last)		, (fir	rst)				(middle)	9	
PRESENT ADDRESS	(street)	(cit	ty)	(state)	(zip)		(telephone)		
	ONLY THOSE Q	UESTIONS WH	ICH PERTAIN	TOTHE	TYPE OF E	MPLOY	MENT L	DESIRED	
DEPARTMENT OF APPL —	ICATION								
School Aide Accounting/Bookkeeping Secretary/Clerical		Programmer Machine Ope	☐ Data Processing ☐ Programmer ☐ Machine Operator ☐ Keypunch		☐ School Lunch ☐ Buildings and Grounds Other:				
TYPE OF EMPLOYMEN	Γ DESIRED	••							
PERMANENT		TEMPORA	RY			SUBST	ITUTE		
Full time		Part time unti	il			Building	gs & Grounds		
Part time		Full time until		School	Lunch				
School term Seasonal full time until			School .	Aide					
				Office					
EDUCATION AND TRA	INING		7						
	de or year completed in sch			N.	AME AND LOCA	TION OF H	GH SCHOO		
TRAINING BEYOND HI	GH SCHOOL- (Co	ollege or University, Busis s and S for Semester Hou	ness College or other so	chools you		Circle the r		rs in College or University 4 5 6 7 8	
Name and location of school	Number of years attended	Major	Credits Earned	Min		Credits Earned	GPA	Degree Awarded	

Describe any other education of elevant to the job for which y	or training you have had s ou are applying.	uch as vocational school, correspondence	courses, service schools, in-service	e training, or volunteer work which you feel is		
	-			nad plate		
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			*			
WORK EXPERIENCE	E—Provide a complete des ne employer as a separate	scription. Be specific. Start with your mosposition. You may wish to attach a separa	st recent job. Be certain to include the sheet with additional pertinent in	service in the armed forces. Indicate any nformation.		
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 Full Time	Name of Superviso	:	Reason for Leaving:			
Date Mo./Yr. To Mo./Yr.		Name of Organization and City and State Where Located		Type of Work and Duties		
	Organization:			9 9		
	City:	State:				
Part Time Full Time	Name of Superviso	r:	Reason for Leaving:			
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 Full Time Full Time	Name of Superviso	r:	Reason for Leaving:			
REFERENCES						
References From Past Emplo	yment (Persons who have	supervised your work)				
NAME		ADDRESS	PHONE	OCCUPATION OR BUSINESS		
				A 100		
CHARACTER REFEI	RENCES - (List at leas	t three, but do not refer to relatives or for	mer employers)			
•						
May we contact previous em	nployers in reference to yo	our qualifications?	2			
May we contact present emp	oloyer in reference to your	qualifications?				
What is your present positio	n?					
When could you begin work	:?					

Can you perform the essential functions of this jo	b, either with or without reasonable accommodation?	
If you have previously filed an application with the	ne Rice Lake Area School District, give position applied for and approxing	nate date

OFFICE AND DATA PROCESSING APPLICA	NTS ONLY: (Check areas in which you have had experience.)	
Bookkeeper	Switchboard	Composition/Writing
Cashier	☐ Typist	☐ Keypunch
Clerk, General Office	☐ Machine Operator—Office	* Computer Programmer
Clerk, Account	☐ Filing	Computer Operator
Secretary	☐ Records Management	Other:
Stenographer	Department Supervision	Offici.
	Typing Speed wpm:	Shorthand wnm:
	*JPmg speed "Pm"	Sistemate white
anne i i constante sus la material de la constante d		
NOTE: If you are seeking employment in the area long period of time, working in temperature extre	s of building and grounds or school lunch, this position may require lift mes, and working outdoors.	ing, bending or stooping, climbing, standing for a
CCHOOL LINCH ADDITION TO ONLY. (Class	Language (State Control of Contro	
SCHOOL LUNCH APPLICANTS ONLY: (Chec	_	
Baking	Cooking	Other:
BUILDINGS AND GROUNDS APPLICANTS C	NLY: (Check areas in which you have had experience.)	*
☐ Boiler Operation	Laborer	Air Conditioning
Carpenter	Mechanic, Auto	Heating & Ventilation Control
Custodial	Painting	Truck Driver
Electrical		None of the above
Use this spa	ce to summarize any additional information necessary to describe your f	ull qualifications.
3		
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	DRIZE THE SCHOOL DISTRICT OF RICE LAKE TO MAKE ANY IN ING MY SUITABILITY FOR EMPLOYMENT AND TO HEREBY GI ATION.	
I UNDERSTAND THAT ANY EVIDENCE OF F CAUSE FOR DISCHARGE FROM EMPLOYMI	ALSIFICATION, MISREPRESENTATION, OR OMISSION OF INFO	RMATION WILL BE CONSIDERED ADEQUA
Date	Signature	