
**APPLICATION FOR NON-CERTIFIED EMPLOYMENT
SCHOOL DISTRICT OF MAYVILLE**

(Check all that apply)

_____ Clerical Aide _____ Instructional Aide _____ Secretarial _____ Food Service

_____ Custodial _____ Bus Driver _____ Other

Specific Position Title _____

Date Available: _____ Full Time _____ Part Time _____ Specify hours & days _____

PERSONAL DATA

Name: _____
(Last) (First) (Middle)

Present Address: _____ Home Phone# _____
(Number) (Street)

_____ Work Phone # _____
(City) (State) (Zip)

Have you worked for the School District of Mayville before? _____ If yes, when & in what capacity? _____

EDUCATION AND TRAINING

Circle the highest grade in school: Do you have a GED? Do you have a HSED? Name & location of High School
1 2 3 4 5 6 7 8 9 10 11 12 _____yes_____no _____yes_____no _____

TRAINING BEYOND HIGH SCHOOL (College or University, Nursing, Business College, or other schools you have attended.)

Name & Location	Credits Earned	Major Field	Degree Conferred & Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OTHER EDUCATION (Describe any education or training you have had which is not covered above, correspondence courses, service schools, in-service training, which you feel is relevant to the job for which you are applying. Also include relevant licenses or certificates.) (BE SPECIFIC)

Name & Location	Credits Earned	Major Field	Degree Conferred & Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

WORK EXPERIENCE Please complete these work experiences indicators starting with the most recent or present employer, and going backward. In any case, DO NOT GO BACK MORE THAN 10 YEARS.

Employer

Location (City & State)

Your Title

Reason for Leaving

Name, Address, & Phone # of Supervisor

Worked from (Month & Year)

to

(Month & Year)

List Duties:

Employer

Location (City & State)

Your Title

Reason for Leaving

Name, Address, & Phone # of Supervisor

Worked from (Month & Year)

to

(Month & Year)

List Duties:

WORK EXPERIENCE Please complete these work experiences indicators starting with the most recent or present employer, and going backward. In any case, DO NOT GO BACK MORE THAN 10 YEARS.

Employer

Location (City & State)

Your Title

Reason for Leaving

Name, Address, & Phone # of Supervisor

Worked from (Month & Year)

to

(Month & Year)

List Duties:

CHARACTER REFERENCES Applicant is asked to list at least three (3) references, other than work references. These would be people in the community that can attest to the employability and character of applicant. **THESE REFERENCES SHOULD NOT BE FAMILY MEMBERS.**

1.

Name of Reference	Address	City	State
Relationship to Applicant		Telephone #'s	

2.

Name of Reference	Address	City	State
Relationship to Applicant		Telephone #'s	

3.

Name of Reference	Address	City	State
Relationship to Applicant		Telephone #'s	

EXPLAIN ANY ADDITIONAL EXPERIENCES, TALENTS OR SKILLS THAT YOU POSSESS WHICH WOULD BE APPLICABLE FOR WHICH YOU ARE APPLYING.

I certify that the answers given by me in this application are true and correct, without omissions of any kind. I agree that the district shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application. I authorize the School District of Mayville to make any investigation of my personal or employment history, and authorize any former employer, person, firm, and corporation or government agency, to disclose to the School District of Mayville any information they have regarding me. In consideration of the school district reviewing this application, I hereby release the district and all providers of information from any liability and for any damage which may result from the furnishing and receiving of this information. A copy of this authorization and release is as valid as the original and should be recognized as such.

Signature of Applicant	Date
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RETURN TO: SCHOOL DISTRICT OF MAYVILLE
Administrative Offices
234 N. John Street
Mayville, WI 53050

Tele: (920) 387-7963
Fax: (920) 387-7979

SCHOOL DISTRICT OF MAYVILLE
Support Staff Reference Form (Submit at least 2 reference forms)

NOTICE TO CANDIDATE: Print your name in the first blank on this form. Please give this form to a former supervisor who has observed you in a work situation. Ask them to complete this form and return it directly to the School District of Mayville at 234 N. John Street, Mayville, WI 53050

NOTICE TO REFERENCE WRITER: The applicant noted on this form has authorized the School District of Mayville to inquire with all listed references. **Please return directly to the School District of Mayville, Administrative Offices, 234 N. John Street, Mayville, WI 53050** The information on this form is **CONFIDENTIAL** and will not be shared with candidate.

_____ has applied for a non-certified position with the School District of Mayville. We are asking you to evaluate the applicant on the checklist below. **What is your official relationship to the applicant: Check one.**

- ____ I supervised applicant in a job setting How long? _____ Where ? _____
- ____ I supervised applicant in a volunteer setting How long? _____ Where ? _____
- ____ I was a work colleague of the applicant How long? _____ Where? _____

NOTE: Please rate this applicant in each of the following categories by comparing this individual with others you have observed or for whom you have had evaluative responsibility. **CHECK ONLY ONE COLUMN PER LINE.**

Category	Upper 10%	Upper 25% But not Upper 10%	Upper 50% But not Upper 25%	Lower 50% But not Lower 10%	Lower 10%	No Cause For Judgment
WORK PERFORMANCE Meets normal standards in quality and quantity of output. (Neat, Accurate, Thorough)	_____	_____	_____	_____	_____	_____
JOB KNOWLEDGE Possesses, or is satisfactorily learning the knowledge & skills needed to do the job.	_____	_____	_____	_____	_____	_____
JUDGEMENT Gathers & Weighs facts before acting. Uses good sense in deciding what, how and when to do work. Does not overstep bounds.	_____	_____	_____	_____	_____	_____
DEPENDABILITY On hand at the time and place designated. Does not require more than normal supervision. Attendance.	_____	_____	_____	_____	_____	_____
COOPERATION Willingness to work well with supervisors and fellow workers in accomplishing work of departments.	_____	_____	_____	_____	_____	_____
INITIATIVE Can be relied on to see what has to be done and does it without having to be told. Looks for and tries better method.	_____	_____	_____	_____	_____	_____
COMMUNICATION To the extent required by the job, shows ability to A. listen to or read and understand instruction, directives, explanations, etc. B. Convey information clearly and accurately to others both orally and in writing	_____	_____	_____	_____	_____	_____
PERSONAL FACTORS Appearances (clean, neat, appropriate), Department (normal, respectable behavior), General attitude (towards students and faculty), as evidenced by action and conversation. Treats confidential information properly, self-development and self-improvement.	_____	_____	_____	_____	_____	_____

NAME _____ SIGNATURE _____

ADDRESS _____ OFFICE PHONE _____

CONTACT PHONE _____ DATE _____

Please write any comments on other side of this reference form.

Applicant:

Thank you for your interest in the School District of Mayville. Enclosed is the application you requested. Please complete this application and return it to:

School District of Mayville
Administrative Offices
234 N. John Street
Mayville, WI 53050

Your application will receive full consideration for any position open in your requested area, if we have the following documents in addition to the application:

Letter of Interest
Resume
Reference Forms (Attached)

Any offer of employment will be conditional upon the following:

Employment Physical Examination
Criminal Background Check
Drivers License Check (if student transportation is involved)
Immigration

The School District of Mayville is an equal opportunity employer. The school district does not discriminate on the basis of age, race, color, sex, or sexual orientation, marital status, disability, national origin, creed, arrest or conviction record, or any other reason prohibit by state or federal law. Employees of this district are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Education Amendment. An opportunity will be made available during the selection process, or potential employment period, for persons with disabilities to advise the district of any need for reasonable accommodations. Due to the large number of applicants we receive, you will not hear from us unless are selected for an interview. You application will no longer be considered after one year from the date of receipt, unless notified by you to keep it active another year.

