

SECTION 2

EDUCATIONAL PREPARATION AND TRAINING

| School | Name and Address | Course of Study | Circle Last Year Completed | Year Graduated |
|--|------------------|-----------------|----------------------------|----------------|
| HIGH SCHOOL OR GED | Name | | 1 2 3 4 | |
| | City, State | | | |
| VOCATIONAL TECHNICAL BUSINESS SCHOOL COLLEGE | Name | | 1 2 3 4 | |
| | City, State | | | |
| | Name | | 1 2 3 4 | |
| | City, State | | | |

Additional related courses/training other than studies listed above:

Certifications or Professional Licenses:

| Type | State | Expiration Date | Number |
|------|-------|-----------------|--------|
| | | | |
| | | | |

SECTION 3

PREVIOUS EXPERIENCE

The information regarding your previous experience will be carefully reviewed to determine your qualifications for this position. Be specific in your responses. List present or most recent position first, then next recent, etc. Include all part-time jobs, military experience, and educational experience.

| | |
|---------------------|---------------|
| Employer's Name: | Phone Number: |
| Address: | Job Title: |
| City, State: | Supervisor: |
| Reason for Leaving: | Dates Worked: |
| Describe duties: | |

| | |
|---------------------|---------------|
| Employer's Name: | Phone Number: |
| Address: | Job Title: |
| City, State: | Supervisor: |
| Reason for Leaving: | Dates Worked: |
| Describe duties: | |

| | |
|---------------------|---------------|
| Employer's Name: | Phone Number: |
| Address: | Job Title: |
| City, State: | Supervisor: |
| Reason for Leaving: | Dates Worked: |
| Describe duties: | |

| | |
|---------------------|---------------|
| Employer's Name: | Phone Number: |
| Address: | Job Title: |
| City, State: | Supervisor: |
| Reason for Leaving: | Dates Worked: |
| Describe duties: | |

List any other employment not shown above on separate sheet.

SECTION 4

REFERENCES

Please list references (not relatives or supervisors) to contact who have knowledge of your qualifications.

| Name | Title | Company/Address | Telephone |
|------|-------|-----------------|-----------|
| | | | |
| | | | |
| | | | |

DESCRIBE YOUR SKILLS: List all office machines, heavy equipment, or other equipment related to the position for which you are applying that you are skilled in operating. (For example, personal computer, front-end loader, convection oven, network systems, software applications.)

PERSONAL STATEMENT/REMARKS: Prepare a hand written statement to include any experience or talent, which will contribute to your success in this position. Please mention volunteer work, life experiences, co-curricular activities, community involvement, travel, foreign language skills, coaching and any other experiences, which would be helpful in considering your qualifications.

READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

I authorize the School District of Edgar at the time of my application for employment or during the course of my employment to obtain from any source regarding my education, experience, criminal background, competence, character, or medical history, as it relates to the position for which I applied or in which I may be employed unless otherwise stated below. I certify that the information contained in this application is true, complete, and correct to the best of my knowledge and belief. I understand that any falsification or omission of information may cause my immediate dismissal or rejection of this application. I agree that all statements made in this application may be investigated.

Signature

Date

The School District of Edgar is committed to equal employment opportunity in its personnel practices. Hiring and administration shall be conducted so as not to illegally discriminate against any applicant or employee on the basis of age, race, sex, religion, sexual orientation, disability, citizenship, marital status, pregnancy, national origin, creed, color, political affiliation, ancestry, arrest or conviction record, military service, use or nonuse of a lawful product off school premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other reason prohibited by applicable law.

SCHOOL DISTRICT OF EDGAR
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