

Position Sought: \_\_\_\_\_

SCHOOL DISTRICT OF CORNELL  
P. O. BOX 517  
CORNELL, WI. 54732  
715-861-6947 General # OR Dr. Schley 715-861-6970

GENERAL APPLICATION FOR EMPLOYMENT  
**Please hand write.**

The School District of Cornell does not discriminate in employment on the basis of race, religion, national origin, sex, age, marital status, disability, sexual orientation, arrest or conviction record, or any other legally protected status.

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State/Zip

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**EDUCATIONAL HISTORY** – Add more on a separate page if needed.

High School: \_\_\_\_\_ Location: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_ Diploma (Y/N) \_\_\_\_\_

**WORK EXPERIENCE** - Add more on a separate page if needed.

Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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**REFERENCES**

Name: \_\_\_\_\_ School/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Basis of Reference (e.g. previous supervisor): \_\_\_\_\_

Name: \_\_\_\_\_ School/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Basis of Reference (e.g. previous supervisor): \_\_\_\_\_

**BACKGROUND INFORMATION**

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your current employer aware of your application for another job? \_\_\_\_\_ Yes \_\_\_\_\_ No

An offer of employment is conditional based upon proof of eligibility to work in this country, successful background and criminal background checks, appropriate certification, passing of physical and other conditions that may be required and approval by the School Board.

## Background Check

### School District of Cornell

All applicants who desire to be seriously considered for a position with the School District of Cornell must consent to having a thorough background and reference check. Each question must be answered accurately by circling "Yes" or "No"; when a "Yes" is circled an explanation should be included detailing dates and other significant information.

- Yes  No 1. Have you ever been investigated for alleged misconduct in the course of any employment?
- Yes  No 2. Have you ever resigned, been disciplined, or dismissed from any teaching, or other school position, or any other position (paid or unpaid) involving children, in part, for alleged immoral conduct<sup>1</sup> or incompetence<sup>2</sup>.
- Yes  No 3. Have you ever had a teaching or teacher aide certificate or license to be employed denied, revoked, or suspended?
- Yes  No 4. Is disciplinary action of your educationally related certificate or license currently pending in any state?
- Yes  No 5. Have you ever been investigated for sexual conduct, abuse, or neglect that resulted in any legal action up to and including conviction, or guilty adjudication for violating a civil law or a local ordinance?
- Yes  No 6. Have you ever participated in a deferred prosecution program resulting from a criminal investigation?
- Yes  No 7. Have you ever been acquitted or found not guilty of a criminal offense involving sexual conduct, harm or threat of harm to another, for reasons of insanity, mental disease or defect, diminished mental capacity or comparable legal defense or basis?
- Yes  No 8. Is any criminal or misdemeanor charge pending against you in any state?
- Yes  No 9. Have you or a school district (or other employer) you were employed by ever been party to a civil settlement, award, or agreement of any kind that involved an allegation concerning your sexual, physical, or emotional conduct?
- Yes  No 10. Have you ever been convicted, plead nolo contendere or no contest to any offense or violation other than minor traffic violations (include felonies, misdemeanors, or municipal ordinance violations). List all pending charges for such violations.
- Yes  No 11. Have you ever been denied employment because of failure to pass a drug screening? Or for falsification of employment records?

If "Yes", please provide a written explanation

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For any "Yes" response, provide a detailed written explanation on this or another sheet of paper.

**I HEREBY AFFIRM** that all information on and with this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of facts may result in denial (or termination) of employment.

**I HEREBY AUTHORIZE** any of my previous employers, law enforcement agencies, any public agency holding criminal background information, the Wisconsin Department of Public Instruction (including its Licensing office), and the courts to release information which pertains to my response to the questions listed above, or any inquiry related to background and reference checks conducted as a result of this job application. I hold the School District of Cornell harmless in its search for background information, as well as any provider of such information.

Name(s) (current as well as any other names used, including maiden)	Social Security Number	Date of Birth
Signature	Telephone Number	Date Signed

<sup>1</sup> "Immoral Conduct" means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare or education of any child.

<sup>2</sup> "Incompetency" means substantial, prolonged patterns of inadequate performance of duties or the lack of ability, legal qualifications or fitness to discharge required duties, affecting the health, welfare, safety or education of pupils or children.

