

**APPLICATION FOR EMPLOYMENT  
SCHOOL DISTRICT OF MAUSTON  
SUBSTITUTE TEACHER/EEN TEACHER AIDE/OFFICE ASSISTANT**

<b>NAME: (Please Print)</b>			
<b>Mailing Address:</b>			
<b>City, State/Zip</b>			
<b>Home Phone Number: (    )</b>			
<b>Cell Phone Number:</b>			
<b>Email address:</b>			
<b>Education</b>	<b>High School</b>	<b>Technical School</b>	<b>College</b>
<b>Location</b>			
<b>Completed Years</b>			
<b>Diplomas/Degrees Earned:</b>			
<b>Describe any specialized training, apprenticeship, skills etc. that would assist you in performing the duties of a substitute teacher or substitute teacher's assistant:</b>			
<b>I prefer to substitute in:</b>			
<b>I prefer not to substitute in:</b>			
<b>Teacher Subs Only: Do you wish to sub in Spanish/French classes?</b>			
<b>Teacher Subs Only: Do you wish to sub in vocal music classes?</b>			
<b>Teacher Subs Only: Do you wish to sub in physical education classes?</b>			
<b>Teacher Subs Only: Will you substitute as an EEN Aide?</b>			
<b>Comments:</b>			
<b>Signature:</b>		<b>Date:</b>	

Please return form to: Mauston School District Office; Attn: Cindy Gruen;  
510 Grayside Avenue, Mauston, WI 53948.

Start with your current or most recent employment:

Employer:	Dates Employed:	Duties/Work Performed:
Address:	From:	
Telephone:	To:	
Job Title:		Reason for Leaving:
Supervisor:		
Employer:	Dates Employed:	Duties/Work Performed:
Address:	From:	
Telephone:	To:	
Job Title:		Reason for Leaving:
Supervisor:		
Employer:	Dates Employed:	Duties/Work Performed:
Address:	From:	
Telephone:	To:	
Job Title:		Reason for Leaving:
Supervisor:		
References: Give the name, address and telephone number of three who are not related to you and who are not previous employers:		
1.		
2.		
3.		
	Yes	No
Have you ever been employed by the School District of Mauston? If yes, give date and position:		
Have you ever previously filed an application for employment with the School District of Mauston?		
May we contact your current or last employer?		
Are you currently on "lay-off" status and subject to recall?		

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; and all other Federal, State, School rules, laws, regulations, and policies, the School District of Mauston shall not discriminate on the basis of religion, race, color, national origin, creed ancestry, age, sex, marital status, arrest or conviction record, sexual orientation, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state, or any other reason prohibited by state or federal law.

**Disclaimer and Signature**

The responsibility of the School District of Mauston has to its school children and community necessitates the following information from all applicants regarding convictions. A record of conviction does not prohibit employment; however failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed. Applicants must report any conviction that occurs subsequent to the time they initially complete this form. Provide all information requested within five (5) workdays to the Mauston School District Office, 510 Grayside Avenue, Mauston, WI 53948. The background check will be conducted only upon offer of employment.

**APPLICANT INFORMATION** (Please Print) Applicants: READ this disclosure and consent form carefully before signing.

Applicant Name: (First, Middle, Last)	Other Name Used (i.e. Maiden name)	Address City, State, ZIP
Social Security Number	Date of Birth	

In accordance with state law, convictions or pending charges will not be used or considered unless they are substantially related to the particular job you are applying for. Have you ever been CONVICTED\* or do you presently have pending any violation of the law other than a minor traffic violation? YES NO If YES, Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ \*"Conviction" means the final judgment of a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere (no contest), in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment, which has been expunged by pardon, reversed, set aside or otherwise rendered valid. I authorize the School District of Mauston to make any investigation of my personal or employment history, and authorize my former employer, person, firm, corporation, credit agency, or government agency to give the School District of Mauston any information they have regarding me. In consideration of the School District of Mauston's review of this application, I release from all liability and/or legal claims the School District of Mauston and every person seeking or providing information whether it be oral or written. A photocopy of this release shall be as valid as the original and may be relied upon by all persons providing information. I understand that my employment is not finalized until the background investigation has been completed. Further, I certify that all information on this application is true, complete and correct to the best of my knowledge. I understand that any false or misleading statements made by me, or material omissions of information requested of me, shall constitute grounds for rejection of my application or, if employed, my immediate dismissal. I certify that I have read (or have had read to me) and understand this certification.