



## RICE LAKE AREA SCHOOL DISTRICT APPLICATION FOR EMPLOYMENT

**Return To:** Rice Lake Area School District, Administration Building  
30 Phipps Avenue, Rice Lake, Wisconsin 54868

**NAME** \_\_\_\_\_  
(last) (first) (middle)

**ADDRESS** \_\_\_\_\_  
(street) (city) (state) (zip)

**PHONE NUMBER** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

PLEASE SELECT THE TYPE OF EMPLOYMENT DESIRED

**TYPE OF EMPLOYMENT**

**PERMANENT**

- Full Time
- Part Time
- School Term

**TEMPORARY**

- Full Time Until \_\_\_\_\_
- Part Time Until \_\_\_\_\_
- Seasonal Full Time Until \_\_\_\_\_
- Substitute

**POSITION DESIRED**

- Custodial
- Food Service
- Paraprofessional/Aide
- Office
- Teacher
- Other \_\_\_\_\_

**EDUCATION AND TRAINING**

|                                  |                        |
|----------------------------------|------------------------|
| Name and Location of High School | Highest Year Completed |
|----------------------------------|------------------------|

**TRAINING BEYOND HIGH SCHOOL** List the number of years in College or University \_\_\_\_\_  
 (College, University, Business College or other schools you have attended.) Under credits earned, indicate Q for Quarter Hours and S for Semester Hours.

| Name and Location of School | Number of Years Attended | Major | Minor | Credits Earned | GPA | Did you graduate? | Degree Awarded |
|-----------------------------|--------------------------|-------|-------|----------------|-----|-------------------|----------------|
|                             |                          |       |       |                |     |                   |                |
|                             |                          |       |       |                |     |                   |                |
|                             |                          |       |       |                |     |                   |                |

Describe any other education, training or volunteer work which you feel is relevant to the job for which you are applying.

**WORK EXPERIENCE** Provide a complete description. Be specific. Start with your most recent job. Be certain to include service in the armed forces. Indicate any changes in job title under same employer as a separate position. You may wish to attach a separate sheet with additional pertinent information.

|                           |  |                         |
|---------------------------|--|-------------------------|
| Date (Mo./Yr. to Mo./Yr.) | Name of Organization, City & State Where Located | Type of Work and Duties |
|                           | Organization:                                    |                         |
|                           | City: State:                                     |                         |

Part time

Full time

Name of Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

|                           |  |                         |
|---------------------------|--|-------------------------|
| Date (Mo./Yr. to Mo./Yr.) | Name of Organization, City & State Where Located | Type of Work and Duties |
|                           | Organization:                                    |                         |
|                           | City: State:                                     |                         |

Part time

Full time

Name of Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

|                           |  |                         |
|---------------------------|--|-------------------------|
| Date (Mo./Yr. to Mo./Yr.) | Name of Organization, City & State Where Located | Type of Work and Duties |
|                           | Organization:                                    |                         |
|                           | City: State:                                     |                         |

Part time

Full time

Name of Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**EMPLOYMENT REFERENCES**

| Name | Address | Phone | Occupation or Business |
|------|---------|-------|------------------------|
|      |         |       |                        |
|      |         |       |                        |
|      |         |       |                        |

**CHARACTER REFERENCES** (List at least three, but do not refer to relatives or former employers)

| Name | Address | Phone | Occupation or Business |
|------|---------|-------|------------------------|
|      |         |       |                        |
|      |         |       |                        |
|      |         |       |                        |

May we contact your previous employers in reference to your qualifications? \_\_\_\_\_

May we contact your *present employer* in reference to your qualifications? \_\_\_\_\_

When could you begin work? \_\_\_\_\_

Can you perform the essential functions of this job, either with or without reasonable accommodation? \_\_\_\_\_

If you have previously applied with the RLASD, list position applied for and approximate date \_\_\_\_\_

CERTIFICATION OF APPLICATION: I AUTHORIZE THE SCHOOL DISTRICT OF RICE LAKE TO MAKE ANY INQUIRY OF OR RECEIVE INFORMATION FROM ANY PERSON OR ORGANIZATION REGARDING MY SUITABILITY FOR EMPLOYMENT AND TO HEREBY GIVE PERMISSION TO THESE PERSONS OR ORGANIZATIONS TO PROVIDE SUCH INFORMATION.

I UNDERSTAND THAT ANY EVIDENCE OF FALSIFICATION, MISREPRESENTATION, OR OMISSION OF INFORMATION WILL BE CONSIDERED ADEQUATE CAUSE FOR DISCHARGE FROM EMPLOYMENT BY THE BOARD OF EDUCATION.

Date \_\_\_\_\_ Signature \_\_\_\_\_

The Rice Lake Area School District is an equal opportunity employer. It is the policy of the Rice Lake Area School District, that no person may be denied admission to any school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity on the basis of the protected classes of race, color, religion, age, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, or physical, mental, emotional, or learning disability.

\*All certified employment vacancies require applicants to submit an online application through WECAN at [www.wecan.waspa.org](http://www.wecan.waspa.org). See job postings on the district employment page at [www.ricelake.k12.wi.us/district/employment](http://www.ricelake.k12.wi.us/district/employment) for application instructions.