

SCHOOL DISTRICT OF PITTSVILLE

EMPLOYMENT PROCEDURES FOR SUBSTITUTE PARAPROFESSIONAL STAFF

(Food Service, Custodial Maintenance, Instructional Aide, Secretarial, Summer Help)

PHASE I

1. Secure application form in person, mail, telephone, or website (www.pittsville.k12.wi.us).
2. Return the completed application form with a copy of each the following:
 - Social Security Card
 - Driver's License
 - WI DPI Special Education Program Aide License (Instructional Aides Only)
3. Please contact the Administration Office at (715) 884-6694 if you have a change of address or phone number, or if you receive employment elsewhere.

PHASE II – APPLICATION SCREENING AND INTERVIEWS

1. Applications will be screened by the District Administrator, School Principal, or Department Supervisor.
2. Candidates will be notified when work is available. Substitute pay is established under School Board Policy.
3. A criminal background check will be conducted prior to employment with the School District.

NOTICE TO APPLICANTS: *If you require accommodation in the application process, please inform us.*

SCHOOL DISTRICT OF PITTSVILLE

SUBSTITUTE PARAPROFESSIONAL STAFF EMPLOYMENT APPLICATION

(Food Service, Custodial Maintenance, Instructional Aide, Secretarial, Summer Help)

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, or marital or veteran status.

LAST NAME FIRST NAME M.I.

NAME: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: () _____ E-MAIL: _____

Have you ever applied for employment with us?

YES NO If YES: Month and Year _____ Location: _____

Are you presently under contract with any school district for this school year or next school year? YES NO

Position Desired:	Pay Expected:
When will you be available to work?	

Are you legally eligible for employment in the United States? YES NO

EDUCATIONAL BACKGROUND

SCHOOL	NAME / LOCATION OF SCHOOL	# OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE EARNED MAJOR/MINOR
High School				
College, University, or Apprenticeship Training				

Other special training or skills (language, machine operations, etc.):

SUBSTITUTE POSITION DESIRED

Food Service Custodial Maintenance Secretarial Instructional Aide Summer Help _____

To be completed by custodial and maintenance applicants only.

If you have experience or training with any of the following, indicated with a check mark (3)

Carpenter Work Cement Work Electrical Work Facility Cleaning
 Grounds Care Plumbing Painting Other _____

To be completed by food service applicants only.

Place a 3 in the appropriate column for interest plus experience and/or training in food service jobs.

	Interested in working	Experience and/or training
Preparation of food		
Use of commercial equipment (such as ovens, dishwasher, large equipment)		
Service food		
Cleaning of food preparation area		

To be completed by instructional aide applicants only.

What special experience have you had which would assist you in a position as a teacher's aide in the Pittsville Schools?

To be completed by secretarial applicants only.

What special experience have you had which would assist you in a position as secretary in the Pittsville Schools?
Indicated office equipment you have experience in operating?

Conviction of a crime or arrest is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

- 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, other school position, or any other position (paid or unpaid) involving children, in part, for alleged immoral conduct* or incompetence**? 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, guilty adjudication for violating a civil law, or a local ordinance? Yes No
- 6. Have you ever been convicted of any felony or misdemeanor criminal offense? Yes No
- 7. Have you ever paid a civil forfeiture or fine for a non-traffic related offense (including municipal court violations)? Yes No
- 8. Is any criminal charge pending against you in any state? Yes No

* "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.

** "Incompetence" 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.

For any **YES** response, provide a detailed written explanation on this or other sheet of paper.

<p>Can you perform, with or without accommodation, all the duties of the position you seek?</p> <p><input type="checkbox"/> With Accommodation <input type="checkbox"/> Without Accommodation</p> <p>If accommodation is needed, briefly describe what is needed:</p>

RELEASE

I authorize the School District of Pittsville to investigate my personal employment history and authorize any former employer, person, firm, corporation, or government agency to give the School District of Pittsville any information they may have regarding me. Such inquiries may include and not be limited by enumeration to the quality and quantity of my work, work history and record, character, qualifications, and/or records or convictions.

In consideration of the School District of Pittsville's review of this application, I release from all liability or legal claims the School District of Pittsville and every person seeking or providing information, whether 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 give this waiver, release, and covenant not to sue for myself, my heirs, assigns and successors in interest forever. I give this waiver, release, and covenant not to sue understanding that the information obtained may be such as to disqualify me for employment. I understand that such information is sought with confidentiality and will not request copies of such information.

My signature below certifies 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.

Acceptance, retention, or review of this application for employment by the District does not guarantee that an applicant will be offered the position.

Signature of Applicant

Date

CRIMINAL BACKGROUND INVESTIGATION

All individuals recommended for employment with the School District of Pittsville must complete a criminal background check prior to hire. The following information is required of all prospective employees in order to process the data request:

Name (Last)	(First)	(Middle)
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Sex:	Race:	Date of Birth:	Social Security Number:
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Other names by which you have been known: _____
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The above referenced information shall be kept in a confidential file and is not part of your application for employment or personnel file if hired.

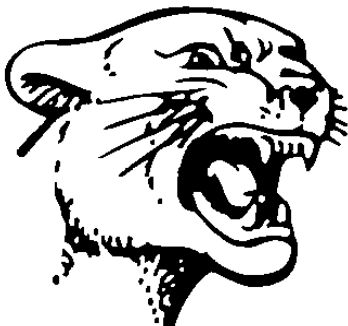
Authorization and release statement

Having made application for employment with the School District of Pittsville and desiring them to be informed as to my character and background, I hereby authorize the School District of Pittsville to investigate my character and background and release all persons whomsoever from any liability because of furnishing said information.

Signature: _____ Date: _____

MISSION STATEMENT: Expecting **Excellence** and **Integrity** from all, developing **Innovative** students, strengthened through **Partnerships** with parents and the community.

VISION: Expecting Excellence and Innovation, Honoring Legacy and Embracing Partnerships.



SCHOOL DISTRICT OF PITTSVILLE

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