



EDGEWOOD
HIGH SCHOOL
 BELIEVE • ACHIEVE

Staff Application Form

DATE _____

POSITION(S) APPLYING FOR: _____

NAME _____

ADDRESS _____ SOCIAL SECURITY NO. _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (DAYS) _____ (EVENINGS) _____

RELIGION _____ RELIGIOUS COMMUNITY/PARISH _____

HOW DID YOU HEAR ABOUT THIS POSITION? _____

PROFESSIONAL EXPERIENCE: (LIST IN ORDER OF MOST RECENT EXPERIENCE FIRST)

1. DATES _____ POSITION _____

EMPLOYER _____ LOCATION _____

SUPERVISOR _____ TELEPHONE _____

2. DATES _____ POSITION _____

EMPLOYER _____ LOCATION _____

SUPERVISOR _____ TELEPHONE _____

3. DATES _____ POSITION _____

EMPLOYER _____ LOCATION _____

SUPERVISOR _____ TELEPHONE _____

EDUCATION: (LIST IN ORDER OF MOST RECENT FIRST)

<u>DEGREE</u>	<u>YEAR</u>	<u>INSTITUTION</u>	<u>MAJOR</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VOLUNTEER, PARISH, OR COMMUNITY SERVICES:

<u>YEAR</u>	<u>PLACE</u>	<u>NATURE OF PARTICIPATION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OTHER ADULT WORK EXPERIENCE: (LIST IN ORDER OF MOST RECENT EXPERIENCE FIRST)

1. DATES _____ POSITION _____
EMPLOYER _____ LOCATION _____
SUPERVISOR _____ TELEPHONE _____
2. DATES _____ POSITION _____
EMPLOYER _____ LOCATION _____
SUPERVISOR _____ TELEPHONE _____
3. DATES _____ POSITION _____
EMPLOYER _____ LOCATION _____
SUPERVISOR _____ TELEPHONE _____

PROFESSIONAL REFERENCES:

1. NAME _____ TELEPHONE _____
CURRENT POSITION _____
NATURE/PLACE OF RELATIONSHIP _____
2. NAME _____ TELEPHONE _____
CURRENT POSITION _____
NATURE/PLACE OF RELATIONSHIP _____
3. NAME _____ TELEPHONE _____
CURRENT POSITION _____
NATURE/PLACE OF RELATIONSHIP _____

QUESTIONNAIRE - (PLEASE LIMIT YOUR ANSWERS TO THE SPACE PROVIDED)

1. WHAT IS YOUR UNDERSTANDING OF THE MISSION OF CATHOLIC EDUCATION? PLEASE HIGHLIGHT YOUR EXPERIENCE, IF ANY, IN CATHOLIC SCHOOLS.

2. PLEASE DESCRIBE HOW YOUR BACKGROUND AND EXPERIENCE HAVE PREPARED YOU FOR THE POSITION(S) FOR WHICH YOU ARE APPLYING.

3. RECENT EVIDENCE (LAST THREE YEARS) OF PROFESSIONAL GROWTH - WORKSHOPS ATTENDED AND/OR PRESENTED, ARTICLES PUBLISHED, OR OTHER EDUCATIONAL CONTRIBUTIONS:

4. WHAT PARTICULAR TALENTS, EXPERIENCES OR ABILITIES THAT ARE NOT ALREADY HIGHLIGHTED IN THIS APPLICATION OR YOUR RESUME WOULD YOU BRING TO EDGEWOOD HIGH SCHOOL?

5. Wisconsin's Fair Employment Act prohibits discrimination because of a prior criminal record or pending arrest unless the record or arrest substantially relates to the job duties of this position. The existence of a conviction record or pending arrest is not an automatic bar to employment and the information solicited will only be used if it is determined to be job related.

- A. Have you ever been convicted of a felony, misdemeanor, or other offense (other than a routine traffic offense), been less than honorably discharged, or placed on probation, fined, imprisoned, or paroled by any law enforcement or military authority?

Yes _____ No _____

If yes, please submit a separate statement containing the following information for each such conviction:

- 1) Offense for which convicted.
- 2) Brief description of facts regarding offense for which convicted.
- 3) Date of conviction.
- 4) Applicant's age at time of conviction.
- 5) Name and (if known) address of convicting entity (court, law enforcement, or military authority).
- 6) If placed on probation or parole, name and address of supervising officer.
- 7) Extenuating circumstances, if any, regarding offense.
- 8) Subsequent efforts at rehabilitation and results of same.

- B. Are there any criminal charges currently pending against you?

Yes _____ No _____

If yes, please submit a separate statement containing the following information for each such charge:

- 1) Identity of charge.
- 2) Name and (if known) address of charging entity.
- 3) Brief description of facts regarding offense for which charged.
- 4) Extenuating circumstances regarding offense.
- 5) Subsequent efforts at rehabilitation and results of same.

C. The following information is only solicited and will only be used to verify the above information with the State of Wisconsin.

Sex _____ Race _____ Date of Birth _____

DATE AVAILABLE: _____

PRESENT SALARY: _____ SALARY RANGE EXPECTED: _____

CERTIFICATION: _____

I certify that all information in this application is accurate and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts shall be sufficient cause for removal from consideration for employment or for dismissal after employment. I authorize the administration of Edgewood High School, Madison, Wisconsin to investigate, without liability, all statements contained in this application and hereby release such person, corporation, or other organization from any and all liability for providing such information. I also authorize listed employers and references without liability to make full response to any inquiries by the administration of this institution in connection with this application for employment.

Signature _____ Date _____

RETURN TO: EDGEWOOD HIGH SCHOOL
HUMAN RESOURCE MANAGER
2219 MONROE STREET
MADISON, WI 53711-1999

To receive full consideration for this position, applicants must have the following items on file with Edgewood High School: 1) this application 2) cover letter 3) resume 4) references