



Wessington Springs School District 36-2

Employment Application Form

For Office Use Only	
I-9	
W4	
DCI	
Direct Dep	
Life Ins.	
SDRS	
HLTH INS.	
Del Den	
AFLAC	
Eye Ins.	
Annuities	
KEY	

Name: _____

Last

First

Middle

Address: _____

Street, Number or RFD

City

State

Zip

Telephone: Home: (____) _____ Work: (____) _____ Cell: (____) _____

Social Security Number: ____ - ____ - ____ (optional)

Would you be able to provide proof of citizenship, visa, or alien registration number if you were hired?

Yes No

Are you a former Wessington Springs School District Employee? **YES NO**

Within the last ten years have you ever been discharged from any position? **YES NO**

If Yes, Please explain _____

Have you ever been convicted of a felony or have you had a suspended imposition? **YES NO**

If Yes, Please explain _____



Position(s) Applying For: _____

Circle type of work you are interested in:

Full – Time

Part – Time

Summer

Temporary

Substitute-On Call

EDUCATION

Circle the last year completed: 8 9 10 11 12 13 14 15 16 17 18 +

List education beginning with the most recent (College, Vocational, High School, Etc.)

Name & Address of School: _____

Dates of Attendance: _____ Total Hours: _____

Date of Graduation: _____ Degree: _____

Major(s)/Course: _____ Minor(s): _____

Name & Address of School: _____

Dates of Attendance: _____ Total Hours: _____

Date of Graduation: _____ Degree: _____

Major(s)/Course: _____ Minor(s): _____

Name & Address of School: _____

Dates of Attendance: _____ Total Hours: _____

Date of Graduation: _____ Degree: _____

Major(s)/Course: _____ Minor(s): _____



WORK EXPERIENCE

Begin with your present or last employment, complete fully, especially description of responsibilities/duties. Include volunteer work.

Name of Employer/Company: _____

Address: _____ Telephone: _____

Position Held: _____ Ending Salary: _____

Dates of Employment: _____ Hours/Wk: _____

Immediate Supervisor & Title: _____

Reason for leaving: _____

Description of responsibilities/duties:

Name of Employer/Company: _____

Address: _____ Telephone: _____

Position Held: _____ Ending Salary: _____

Dates of Employment: _____ Hours/Wk: _____

Immediate Supervisor & Title: _____

Reason for leaving: _____

Description of responsibilities/duties:

Name of Employer/Company: _____

Address: _____ Telephone: _____

Position Held: _____ Ending Salary: _____

Dates of Employment: _____ Hours/Wk: _____

Immediate Supervisor & Title: _____

Reason for leaving: _____

Description of responsibilities/duties:

Are you willing to have your present or most recent employer contacted?

YES NO IF NO, Reason why? _____

Describe any specific skills or reasons why you would be especially suited for this position: _____

List names, addresses and telephone numbers of three personal references: _____

You are encouraged to attach any additional information (resume, transcripts, letters of reference, etc)

Fingerprinting for background check is required. If no SD statutorily disqualifying conviction is identified at the State level, the fingerprints will be forwarded by the SD Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check. If the applicant believes the criminal background result is incorrect or incomplete in any respect and the applicant wishes changes, corrections or updating of the alleged deficiency, the applicant should make application directly to the agency which contributed the questioned information or direct the applicant's challenge as to the accuracy or completeness of any entry on the applicant's record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306.

The Wessington Springs School District is an Equal Opportunity Employer. The Wessington Springs School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: 504 Coordinator Donna Wagner, WSHS, 302 Dakota Ave. N., P.O. Box 449, Wessington Springs, SD 57382, 605-539-9391 and Title IX Coordinator Dr. Pandi Pittman, WSHS 302 Dakota Ave. N., P.O. Box 449, Wessington Springs, SD 57382, 605-539-9391. Office for Civil Rights U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Ste 320, Kansas City, MO 64106, Ph# 816-268-0550, Fx# 816-268-0599, TDD# 800-877-8339, Email: OCR.KansasCity@ed.gov

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true, accurate and complete. I authorize the investigation of all statements herein and understand that any document relevant to this information may be reviewed by the agents of the Wessington Springs School District 36-2. I authorize the Wessington Springs School District 36-2 to make reference checks and past employment inquiries, including any personal, educational, & vocational, prior to employment, and I will execute such documents as are needed to facilitate this investigation. I further authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the Wessington Springs School District 36-2 with information they have regarding me. I hereby release and discharge the Wessington Springs School District 36-2 and those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that falsification of any part of this application, including any accompanying inserts, shall be sufficient cause for dismissal. References and personal information which become a part of this application will be regarded as confidential and shall not be revealed to me. Further I understand the Wessington Springs School District 36-2 is drug free, smoke free, & tobacco free. Any offer of employment is conditional based upon a completed criminal background check and approval from the Wessington Springs School District 36-2 School Board

Signature

Date