

IOWA-GRANT SCHOOL DISTRICT
498 County IG
Livingston, WI 53554

APPLICATION FOR SUBSTITUTE SUPPORT STAFF PERSONNEL

Please complete the following information and return the form to the Iowa-Grant School District office. This form must be renewed yearly. Both sides of the form must be completed. The rate of pay for support staff substitutes except for PM custodians is \$10.50 per hour. PM custodians are paid \$15.00 per hour.

Name _____ Address _____

Telephone Number _____
City, State, Zip Code _____

Email Address _____

AREAS OF INTEREST

I am interested in subbing at the following schools:

_____ Elementary/Middle School _____ High School

I am interested in the following areas:

_____ Classroom Teacher Assistant	_____ Custodial – 1 st Shift (6:45 a.m. – 3:15 .m.)
_____ Clerical (Office/Library) Assistant	_____ Custodial – 2 nd Shift (3:15 p.m. – 11:45 p.m.)
_____ Food Service	

Wisconsin Retirement System (WRS) Annuity Information

Are you receiving an annuity from the Wisconsin Retirement System? _____ Yes _____ No

If you are, you will be asked to complete a Rehired Annuitant Form as required by the Wisconsin Department of Employee Trust Fund. You will be contacted by the Iowa-Grant School District Human Resources Department to get more information from you.

(Over)

OTHER EMPLOYMENT DATA

Have you ever been dismissed or asked to resign by a previous employer? Yes No

If yes, state where and state the reasons: _____

DISCLOSURE OF PENDING CRIMINAL CHARGES AND CONVICTIONS

Is there a criminal charge, felony or misdemeanor, currently pending against you? Yes No

Have you ever been convicted or pled guilty or no contest to a felony or misdemeanor? Yes No

If you answered yes to any of the questions above related to disclosure of pending criminal charges and convictions, complete the information below and attach a letter of explanation. If you have more than two convictions or pending charges, list them on additional sheets.

Pending criminal charges or a record of conviction are not an absolute bar to employment. They will be considered only if the offense(s) are substantially related to the particular job for which you are applying. However, any omission, false answer or false statement by you regarding pending criminal charges or convictions will be grounds for refusal to employ or for discharge if already employed by the Iowa-Grant School District.

A criminal conviction is a 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, pardoned, reversed, set aside or otherwise rendered invalid.

You are not required to provide information about arrests which did not lead to pending criminal charges.

Conviction/Pending Charge	City & State	Date of Conviction/Charge	Length of Jail Term	Length and Terms of Probation	Any Other Relevant Information

AUTHORIZATION AND RELEASE

I certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed, any false statements or omissions can lead to my immediate dismissal. I agree that the Iowa-Grant School District shall not be held liable in any respect if my employment is terminated for that reason.

The Iowa-Grant School District and its agents and representatives are hereby authorized to verify the information I have supplied to conduct an investigation into my personal history, past and present employment, education and military records. I hereby authorize companies, firms, agencies, schools and persons named in my application to give any information requested regarding my employment, character and qualifications.

I further understand that any offer of employment is subject to the Iowa-Grant School District policy regarding the results of a criminal background check that the Iowa-Grant School District will be conducting through the Wisconsin Department of Justice and law enforcement agencies. This authorization shall be valid for six (6) months from the date of my signature below.

Signature _____ Date _____

Equal Opportunity Employer. Prospective employees will receive consideration without discrimination because of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States.