

CESA 8

Application for Employment

223 West Park, Gillett, WI, 54124

Phone 920/855-2114 FAX 920/855-2299

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applications requiring reasonable accommodation for applying and/or interviewing should notify the CESA 8 administrator's office.

Applicant name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Address: _____

Telephone #: _____

E-Mail Address: _____

Type of employment desired: full-time part-time temporary

Date you will be available to start work: _____

Are you able to meet the attendance requirements? Yes No

Do you have objections to working beyond regular hours, if necessary? Yes No

Can you travel if required by this position? Yes No

Have you ever been previously employed by our organization? Yes No

If you are under 18, can you furnish a work permit if it is required? Yes No

Have you ever been convicted of a crime in the last 7 years? Yes No

If yes, please explain when you were convicted and the nature of the crime (a conviction will not automatically bar employment unless the circumstances of the conviction substantially relate to the position you are applying for):

Drivers license number (if driving is an essential job function): _____

How did you find out about this position? _____

What is the best time to call you? _____ What number should we use? _____

EMPLOYMENT HISTORY

Please provide all employment information for your past four employers starting with the most recent.

Employer: _____ **Position held:** _____

Address: _____ **Telephone #:** _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ **Salary:** _____

Job summary: _____

Reason for leaving: _____

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Dates employed: from _____ to _____	Salary:
Job summary:	
Reason for leaving:	
Employer:	Position held:
Address:	Telephone #:
Immediate supervisor and title:	
Dates employed: from _____ to _____	Salary:
Job summary:	
Reason for leaving:	
OTHER SKILLS AND QUALIFICATIONS	
Summarize any job-related training skills, licenses, certificates, and/or other qualifications (i.e.) computers and software, foreign languages, professional memberships:	
EDUCATIONAL HISTORY	
List school name and location, years completed, course of study, and any degrees earned:	
High School:	
College:	
Graduate School(s):	
Technical Training:	
Other:	
REFERENCES	
List 3 references names, telephone numbers, and year known (do not include relatives or employers):	
I certify that the answers contained in this application are true and complete to the best of my knowledge. I authorize CESA 8 to act as my agent in obtaining information from any person, employer, or company concerning myself. I authorize any individual contacted by CESA 8 in connection with my employment and hereby release each such source of information from any claims respecting their response to such an inquiry from CESA 8. In the event of my employment, I understand that false or misleading information given or omission of material from my application or any interview, may result in discharge. I further understand that this application is not intended to be a contract for employment. If I am hired, I understand that absent a written contract signed by the agency administrator that provides otherwise, either CESA 8 or I may terminate the employment relationship without notice or cause.	
CESA 8 may conduct criminal pre-employment criminal background checks. By signing the application, I hereby approve and permit such action by CESA 8.	
I represent and warrant that I have read and fully understand the forementioned, and that I seek employment under these conditions.	
Applicant signature:	Date:
This application will be kept on file for (6) six months. After that, a new application will need to be submitted.	