



# Loyal Public Schools

514 W. Central Street  
Loyal, WI 54446  
Phone: (715) 255-8561  
Fax: (715) 255-8553

## SUPPORT STAFF APPLICATION

### Personal Information

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
(First, Middle, Last)

Present Address \_\_\_\_\_  
(Street, City, State, Zip)

Job Applying For: \_\_\_\_\_

The Loyal Public School District, has **prerequisites to employment**. It requires 1) a physical examination pursuant to board policy GBEB, 2) a criminal information records check through the Wisconsin Department of Justice and/or other appropriate agencies pursuant to board policy GDD. The District will schedule and pay for all prerequisites. (The mentioned policies are available upon request.)

**Education and Professional Training** List high school attended, then higher institutions in chronological order.

| Name and Location of Institution | Graduated<br>Yes / No | Degree | Major | Minor |
|----------------------------------|-----------------------|--------|-------|-------|
|                                  |                       |        |       |       |
|                                  |                       |        |       |       |
|                                  |                       |        |       |       |
|                                  |                       |        |       |       |

Describe any education or training you have which is not covered above, which you feel is relevant to the job for which you are applying.

**Previous Work Experience** Provide a complete description. Be specific. Start with your present or most recent job.

| Place of Business | Name of Supervisor | From<br>Mo./Yr. | To<br>Mo./Yr | Duties | Reason for Leaving |
|-------------------|--------------------|-----------------|--------------|--------|--------------------|
|                   |                    |                 |              |        |                    |
|                   |                    |                 |              |        |                    |
|                   |                    |                 |              |        |                    |

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**Personal References**

| Name | Address | Telephone |
|------|---------|-----------|
|      |         |           |
|      |         |           |
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**Work-Related References**

| Name | Address | Telephone |
|------|---------|-----------|
|      |         |           |
|      |         |           |
|      |         |           |

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**SKILLS** Please go to the area in which you are applying.**Secretarial** *Circle all that you have training and/or experience*

Clerical                      Switchboard                      Cashier                      Fax  
Bookkeeping                      Filing                      Supervision                      Transcription  
Computer/Word Processing                      Shorthand

Other: \_\_\_\_\_

List any computer software programs in which you are proficient: \_\_\_\_\_

**Custodial Skills** *Circle all that you have training and/or experience*

Cleaning                      Electrical                      Laborer                      Plumbing  
Truck Driver                      Heating/Ventilation                      Mechanic (auto)                      Carpentry  
Air Conditioning                      Painting

Other \_\_\_\_\_

List any computer software programs in which you are proficient: \_\_\_\_\_

**Food Service Skills***Circle all that you have training and/or experience*

Serving                      Cooking                      Dishwashing                      Baking

Other \_\_\_\_\_

**Teaching Assistant***Circle all that you have training and/or experience*

Babysitting                      Commercial Day Care                      Sunday School                      4H

Other \_\_\_\_\_

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**Additional Experience** Explain any additional experience, volunteer work, talents or skills that you possess which would be applicable to the position for which you are applying.

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**Additional Activities** List any organizations for which you belonged and any honors you have received which may be relevant.

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Can you perform, with or without accommodation, all the duties of the position you seek?

- With accommodation ~ briefly describe what is needed \_\_\_\_\_  
 Without accommodation

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The District does not discriminate with respect to hire on the basis of conviction records; however, the District may refuse to hire an individual that has been convicted of any felony, misdemeanor or other offense, the circumstances of which substantially relate to the circumstances of the particular job or licensed activity.

Have you ever been found guilty or do you presently have pending any violations of law other than minor traffic offenses?

- Yes Describe \_\_\_\_\_  
 No

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I certify that the answers given by me in this application are true and correct without omissions of any kind. I agree that the District shall not be held liable in any respect if any employment is terminated because of false statements, answers or omissions made by me in this application. I authorize the Loyal Public School District to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation or government agency to disclose to the Loyal Public School District any information regarding me. In consideration of the District's review of this application, I hereby release the District as well as all providers of information from any liability and for any damage which may result from the furnishing and receiving of this information. A copy of this authorization and release is as valid as the original and should be recognized as such.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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### Open Records Notice

Every applicant for a position with any authority may indicate in writing to the authority that the applicant does not wish the authority to reveal his or her identity. Except with respect to an applicant whose name is certified for an appointment to a position in the state classified service or a final candidate, if an applicant makes such an indication in writing, the authority shall not provide access to any record related to the application that may reveal the identity of the applicant. "Final candidate" includes, whenever there are at least 5 candidates for an office or position, each of the 5 candidates who are considered most qualified for the office or position of an authority, and whenever there are less than 5 candidates for an office or position, each such candidate. Whenever an appointment is to be made from a group or more than 5 candidates, "final candidate" also includes each candidate in the group.

I request that the school district not release my identity unless my application is considered "final candidate" as defined by statute 19.36(7)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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### Equal Educational Opportunity

This District does not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, or handicap, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of the Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex) and Section 504 of the Rehabilitation Act of 1973 (handicap).