

Northwood School District

N14463 Highway 53

Minong, Wisconsin 54859

Phone: 715-466-2297

Fax: 715-466-5149

Web Site: www.northwood.k12.wi.us

APPLICATION FOR EMPLOYMENT

The Northwood School District does not discriminate in employment on the basis of race, religion, national origin, sex, age, marital status, disability, sexual orientation, arrest or conviction record, or any other legally protected status.

Personal Information

Date: _____

DOB: _____ (Optional, but will be required for background purposes)

Social Security Number: _____

Name: _____
Last First Middle

Present Address: _____
Street City State/Zip

Permanent Address: _____
Street City State/Zip

Telephone (Home): _____ (Work): _____

Cell Phone: _____ (E-Mail): _____

(All offers of employment are conditional based upon proof of eligibility to work in this country, successful background check, criminal records check, appropriate certification, passing of physical and other conditions that may be required)

Position Sought (check all that apply)

- | | | | | |
|------------------------------------|---------------------------------------|---|---|--|
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Teacher Aide | <input type="checkbox"/> Substitute Teacher | <input type="checkbox"/> Bus Driver/Sub | |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Kitchen/Cook | <input type="checkbox"/> Janitorial | <input type="checkbox"/> Coach | <input type="checkbox"/> Substitute Aide |

Specific position for which you are applying: _____

Substitute Positions

Substitute (Check all that apply):

Office _____ Custodian _____ Kitchen _____ Aide _____

Substitute Teacher:

Desired Level (Elem, MS, HS or All) _____

Educational History

High School:

School _____ Location: _____ Diploma (Y/N): _____

Post Secondary:

School: _____ Location: _____ Degree (Y/N): _____

Major: _____ Minor: _____

School: _____ Location: _____ Degree (Y/N): _____

Major: _____ Minor: _____

Student Teaching (for teacher applicants only)

School Name: _____ Location: _____ Grade (s) _____
or Subject

Coop Teacher: _____ Phone: _____

School Name: _____ Location: _____ Grade (s) _____
or Subject

Coop Teacher: _____ Phone: _____

Work Experience (most recent first)

Position: _____ Employer: _____ Address: _____

Phone: _____ Supervisor: _____ Employment Dates: _____

Reason for Leaving: _____

Position: _____ Employer: _____ Address: _____

Phone: _____ Supervisor: _____ Employment Dates: _____

Reason for Leaving: _____

Position: _____ Employer: _____ Address: _____

Phone: _____ Supervisor: _____ Employment Dates: _____

Reason for Leaving: _____

(list additional relevant employment on back of application)

References

(NOT RELATED)

Name: _____ Company/School: _____ Phone: _____

Position: _____ Address: _____

Relationship to Applicant: _____

Name: _____ Company/School: _____ Phone: _____

Position: _____ Address: _____

Relationship to Applicant: _____

Name: _____ Company/School: _____ Phone: _____

Position: _____ Address: _____

Relationship to Applicant: _____

Background Information

Are you currently employed? Yes No

Is your current employer aware of your application for another job? Yes No

*** Have you ever been disciplined, dismissed, asked to resign, or resigned from employment based in whole, or part, because of job related performance factors or immoral conduct? Yes No

If yes, please provide an explanation below:

*** Have you ever been convicted of a felony or misdemeanor? Yes No

If yes, please provide an explanation below:

(A conviction will not be an automatic bar to employment and will be considered only as it relates to the job being applied for)

*** Have you ever paid a civil forfeiture or fine for a non-traffic related _____ Yes _____ No
offence (including municipal court violations)?
If yes, please provide an explanation below:

(Payment of a fine will not be an automatic bar to employment and will be considered only as it relates to the job being applied for).

*** Do you have any charge (s) pending against you? _____ Yes _____ No
If yes, please provide an explanation below:

(A pending charge will not be an automatic bar to employment and will be considered only as it relates to the job being applied for)

Additional Information

Hobbies and Interests _____

Coaching Interests _____

Personal Statement

You have applied for a position in a school district that is very unique because of its size, demographics, and location. Tell how you would contribute to this school district in Northern Wisconsin.

DISCLOSURE REGARDING "INVESTIGATIVE CONSUMER REPORT"
BACKGROUND INVESTIGATION

The **Northwood School District** (the "District") may request an investigative consumer report about you from a third party consumer reporting agency, in connection with your employment or application for employment (including volunteer assignment(s), as applicable) and throughout your employment if you are hired or retained, as allowed by law. An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews). The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, or mode of living.

You have the right, upon written request made within a reasonable time, to request from the District (1) whether an investigative consumer report has been obtained about you, (2) disclosure of the nature and scope of any investigative consumer report and (3) a copy of your report. These reports will be prepared by **Background Screeners of America, 9333 Melvin Ave, Northridge, CA 91324 (866) 570-4949, <https://backgroundscreenersofamerica.com>**.

Signature: _____ Date: _____

BACKGROUND INFORMATION

Last Name: _____ First: _____ Middle: _____

Other Names/Alias: _____

Social Security* #: _____ - _____ - _____ Date of Birth* _____
Month Day Year

Driver's License #: _____ State of Driver's License* _____

Present Address _____ Phone Number _____

City/State/Zip _____
City State Zip Code

*E-mail required _____

*This information will be used for background screening purposes only and will not be used as hiring criteria.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357