



BERLIN AREA SCHOOL DISTRICT

Today's Learners. Tomorrow's Leaders.

APPLICATION FOR EMPLOYMENT - General Application

PERSONAL INFORMATION

Today's Date _____ Position(s) Applying For _____

Applicant's Name _____
First _____ Middle _____ Last _____

Address _____
Street _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____

EDUCATION AND PROFESSIONAL TRAINING

Check the highest level of education completed:

High School _____ Associate's Degree _____ Bachelor's Degree _____ Master's Degree _____

High School Attended _____ City/State _____

College _____ City/State _____

College _____ City/State _____

EMPLOYMENT HISTORY

List in order from most recent employer through past employment:

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Reason for Leaving _____

Responsibilities _____

Employed From (Mo/Yr) _____ Employed To (Mo/Yr) _____

May we contact your previous supervisor for a reference? Yes _____ No _____

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Reason for Leaving _____

Responsibilities _____

Employed From (Mo/Yr) _____ Employed To (Mo/Yr) _____

May we contact your previous supervisor for a reference? Yes _____ No _____

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Reason for Leaving _____

Responsibilities _____

Employed From (Mo/Yr) _____ Employed To (Mo/Yr) _____

May we contact your previous supervisor for a reference? Yes _____ No _____

Add an additional page if necessary.

REFERENCES

List three references not related to you. Do not duplicate employment references.

1. Name _____	Phone _____	Email _____
2. Name _____	Phone _____	Email _____
3. Name _____	Phone _____	Email _____

GENERAL INFORMATION

1. Do you have any pending arrests for crimes which affect the essential functions of the job for which you are applying for?	Yes	No
2. Have you ever been convicted of a felony or misdemeanor?	Yes	No
3. Have you ever worked for the Berlin Area School District?	Yes	No
4. Have you ever been dismissed or non-renewed, or resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct, or insubordination?	Yes	No

If yes to any of the above (1-4), please explain _____

5. Are you able to perform the duties required of the position for which you are applying? Yes _____ No _____

If no please explain _____

6. Why are you interested in working for the Berlin Area School District? _____

7. List any additional information you would like the Berlin Area School District to consider _____

NONDISCRIMINATION NOTICE AND DISCLAIMERS

The Berlin Area School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest or conviction record, or any other factor provided for by State and Federal laws and regulations.

The Berlin Area School District may conditional offer employment subject to review of driving and criminal records, results of physical examination (including drug test), credit history and/or verification of application and interview information provided by the candidate.

I certify that the answers given by me in this application are true and correct without any omissions of any kind. I agree that the Berlin Area School District, or its representatives, shall not be held liable in any respect if my employment is terminated, at any time, because of false statements, answers or omissions made by me in this application. I authorize the Berlin Area School District to make any investigation of my personal or employment history and authorize any former employer, person, organization or agency to disclose to the District any information they may have regarding me. I hereby release the District, as well as all providers of information, from any liability and for any damages, 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.

Applicant's Name _____
First _____ Middle _____ Last _____

Signature of Applicant _____ Date _____