

SUBSTITUTE AIDE/SECRETARY APPLICATION

**Durand-Arkansaw School District
604 7th Avenue East; P.O. Box 190
Durand, WI 54736**

Name: _____
(First) (Middle Initial) (Last)

Address: _____
(Street/PO Box) (City) (State) (Zip Code)

Phone Numbers: _____
(Home) (Cellular)

Places I have worked: _____

Special Abilities/Talents: _____

Availability: _____

Specific area(s) that I prefer to sub in: _____

Specific area(s) that I prefer not to sub in: _____

Conduct and Competency

Have you ever been convicted of a misdemeanor or felony in this state or any other state or country?

Yes No

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

For any "Yes" response, attach a written explanation. Submit certified copies of any criminal complaint and if convicted, a copy of the criminal judgment. Also, submit any other relevant court documents pertinent to any of the questions raised.

I understand that the information contained in this application is true and complete to the best of my knowledge and that any false or misleading job related information may disqualify me for this position, or if employed, may be grounds for immediate discharge.

Signature of Applicant

Date

The Durand-Arkansaw School District is an equal opportunity employer and does not discriminate in the employment of professional or support staff on the basis of the Protected Classes of race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices or on the basis of transgender status, change of sex, or gender identity.