

**RICHLAND SCHOOL DISTRICT  
1996 US Highway 14 West  
Richland Center, WI 53581**

**APPLICATION FOR AIDES/CLERICAL/FOOD SERVICE AND  
CUSTODIAL/MAINTENANCE POSITIONS**

Return completed application to the address above, attention Amber Bingham,  
or submit electronically to [bina@richland.k12.wi.us](mailto:bina@richland.k12.wi.us).

**POSITION APPLYING FOR:** \_\_\_\_\_

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Alternate Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Drivers License Number (Optional) \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ No \_\_\_\_\_ Yes If Yes, explain \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

**High School**

Name and location \_\_\_\_\_

Course of Study \_\_\_\_\_

Did you graduate? No \_\_\_\_\_ Yes \_\_\_\_\_ Diploma or HSED? \_\_\_\_\_

**Post Secondary Education and Training**

1. Name and location \_\_\_\_\_

Course of Study \_\_\_\_\_

Did you graduate? No \_\_\_\_\_ Yes \_\_\_\_\_ Degree or certification \_\_\_\_\_

2. Name and location \_\_\_\_\_

Course of Study \_\_\_\_\_

Did you graduate? No \_\_\_\_\_ Yes \_\_\_\_\_ Degree or certification \_\_\_\_\_

3. Name and location \_\_\_\_\_

Course of Study \_\_\_\_\_

Did you graduate? No \_\_\_\_\_ Yes \_\_\_\_\_ Degree or diploma \_\_\_\_\_

**SPECIAL TRAINING OR SKILLS**

Languages, machine operation, etc. that would benefit you in the job for which you are applying:

\_\_\_\_\_



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RICHLAND CENTER WI 53581**

**Authorization, Release, and Certification Statement**

I authorize the Richland School District to investigate my personal employment history and I authorize any former employer, person, firm, corporation or government agency to give the Richland School District any information regarding my employment history.

If I should be offered a position, I understand that a crime information records check will be conducted on me through the Wisconsin Department of Justice. (A criminal record does not constitute an automatic bar to employment and will be considered only if the circumstances of the conviction relate to the circumstances of the particular job in question.)

In consideration of the Richland School District's review of this application, I release from all liability and/or legal claims the Richland School District and every person seeking or providing information, whether it be oral or written. A photocopy of this release shall be as valid as the original, and may be relied upon by all persons providing information.

If employed, I agree to comply with all the rules and regulations of the Richland School District. I also understand that employment is subject to the satisfactory investigation of the application. I understand any false statements or misrepresentation of facts are grounds for dismissal. I hereby certify that the statements above are true and correct to the best of my knowledge and belief.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security or Drivers License Number \_\_\_\_\_