EMPLOYMENT PROCEDURES FOR
PITTSVILLE CHILD CARE CENTER (PCCC)
ASSISTANT CHILD CARE TEACHER

PHASE I

1. Secure application form in person, mail, telephone, or website (www.pittsville.k12.wi.us).

2. Return the completed application form with a copy of each the following:
   - Social Security Card
   - Driver’s License
   - The Registry Certificate
   - CPR/AED/First Aid Certificate or Card

3. Please contact the Administration Office at (715) 884-6694 if you have a change of address or phone number, or if you receive employment elsewhere.

PHASE II – APPLICATION SCREENING AND INTERVIEWS

1. Applications will be screened by the District Administrator, Department Supervisor, or Business Manager.

2. Candidates, when called for initial interviews, should arrange to have all necessary application materials on file with the school district.

3. A criminal background check and Caregiver Background Check will be conducted prior to employment with the School District.

NOTICE TO APPLICANTS: If you require accommodation in the application process, please inform us.

February 20, 2019
SCHOOL DISTRICT OF PITTSVILLE
PCCC – ASSISTANT CHILD CARE TEACHER
EMPLOYMENT APPLICATION

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, or marital or veteran status.

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**NAME:** ___________________________ **DATE:** ________________________

**ADDRESS:** ___________________________

**CITY:** ___________________________ **STATE:** __________________ **ZIP:** __________

**TELEPHONE:** ( ) ___________ **E-MAIL:** ___________________________

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Have you ever applied for employment with us?

| □ YES | □ NO | If YES: Month and Year ____________________ Location: ______________________ |

Are you presently under contract with any school district for this school year or next school year?

| □ YES | □ NO |

Please check all areas of interest:

| □ Infant/Toddler | □ Preschool | □ School-Aged | □ Any |
| □ Full-time | □ Part-Time | □ Any | □ Morning | □ Mid-Day | □ Evening | □ Any |

When will you be able to start?

________________________

Are you legally eligible for employment in the United States?

| □ YES | □ NO |

Are you CPR/AED/First Aid Certified, including Infant/Toddler?

| □ YES | Expiration Date: ______________ |

Registry Certificate Level: ___________________________ Expiration Date: ____________

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**EDUCATIONAL BACKGROUND**

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>NAME / LOCATION OF SCHOOL</th>
<th># OF YEARS COMPLETED</th>
<th>DID YOU GRADUATE?</th>
<th>DEGREE EARNED MAJOR/MINOR</th>
</tr>
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<tbody>
<tr>
<td>High School</td>
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<tr>
<td>College, University, or Apprenticeship Training</td>
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Other special training or skills (language, machine operations, etc.):

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________
MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS
(Exclude those which may disclose your race, color, religion, or national origin.)

**EMPLOYMENT HISTORY**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Address</td>
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</tr>
<tr>
<td>Employed (State Month and Year)</td>
<td></td>
</tr>
<tr>
<td>From:</td>
<td>To:</td>
</tr>
<tr>
<td>Name of Supervisor</td>
<td>Weekly Pay</td>
</tr>
<tr>
<td>Start:</td>
<td>Last:</td>
</tr>
<tr>
<td>State job title and describe your work</td>
<td>Reason for leaving</td>
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We would like to contact employers listed above unless you indicate those you do not want us to contact.  
Do not contact: ______________________________________________  
Reason: ______________________________________________  
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Reason: ______________________________________________  
Do not contact: ______________________________________________  
Reason: ______________________________________________

Please provide names and telephone numbers of at least three references and where they may be reached.  
1.______________________________________________________________________
2.________________________________________________________________________
3.________________________________________________________________________
Conviction of a crime or arrest is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

1. Have you ever been investigated for alleged misconduct in the course of any employment?  
   □ Yes  □ No

2. Have you ever resigned, been disciplined, or dismissed from any teaching, other school position, or any other position (paid or unpaid) involving children, in part, for alleged immoral conduct* or incompetence**?  
   □ Yes  □ No

3. Have you ever had a teaching or teacher aide certificate or license to be employed denied, revoked, or suspended?  
   □ Yes  □ No

4. Is disciplinary action of your educationally related certificate or license currently pending in any state?  
   □ Yes  □ No

5. Have you ever been investigated for sexual conduct, abuse, or neglect that resulted in any legal action up to and including conviction, guilty adjudication for violating a civil law, or a local ordinance?  
   □ Yes  □ No

6. Have you ever been convicted of any felony or misdemeanor criminal offense?  
   □ Yes  □ No

7. Have you ever paid a civil forfeiture or fine for a non-traffic related offense (including municipal court violations)?  
   □ Yes  □ No

8. Is any criminal charge pending against you in any state?  
   □ Yes  □ No

* “Immoral Conduct” means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare, or education of any child.

** “Incompetence” means substantial, prolonged patterns of inadequate performance of duties or the lack of ability, legal qualifications, or fitness to discharge required duties, affecting the health, welfare, safety, or education of pupils or children.

For any YES response, provide a detailed written explanation on this or other sheet of paper.

Can you perform, with or without accommodation, all the duties of the position you seek?  
   □ With Accommodation  □ Without Accommodation

If accommodation is needed, briefly describe what is needed:

RELEASE

I authorize the School District of Pittsville to investigate my personal employment history and authorize any former employer, person, firm, corporation, or government agency to give the School District of Pittsville any information they may have regarding me. Such inquiries may include and not be limited by enumeration to the quality and quantity of my work, work history and record, character, qualifications, and/or records or convictions.

In consideration of the School District of Pittsville’s review of this application, I release from all liability or legal claims the School District of Pittsville and every person seeking or providing information, whether 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. I give this waiver, release, and covenant not to sue for myself, my heirs, assigns and successors in interest forever. I give this waiver, release, and covenant not to sue understanding that the information obtained may be such as to disqualify me for employment. I understand that such information is sought with confidentiality and will not request copies of such information.

My signature below certifies that all information on this application is true, complete, and correct to the best of my knowledge. I understand that any false or misleading statements made by me, or material omissions of information requested of me, shall constitute grounds for rejection of my application or, if employed, my immediate dismissal.

Acceptance, retention, or review of this application for employment by the District does not guarantee that an applicant will be offered the position.

____________________________________  ________________________
Signature of Applicant  Date
CRIMINAL BACKGROUND INVESTIGATION

All individuals recommended for employment with the School District of Pittsville must complete a criminal background check prior to hire. The following information is required of all prospective employees in order to process the data request:

<table>
<thead>
<tr>
<th>Name (Last)</th>
<th>(First)</th>
<th>(Middle)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sex:</th>
<th>Race:</th>
<th>Date of Birth:</th>
<th>Social Security Number:</th>
</tr>
</thead>
</table>

Other names by which you have been known:

________________________
________________________
________________________

The above referenced information shall be kept in a confidential file and is not part of your application for employment or personnel file if hired.

Authorization and release statement

Having made application for employment with the School District of Pittsville and desiring them to be informed as to my character and background, I hereby authorize the School District of Pittsville to investigate my character and background and release all persons whomsoever from any liability because of furnishing said information.

Signature: ___________________________ Date: ___________________________

MISSION STATEMENT: Expecting Excellence and Integrity from all, developing Innovative students, strengthened through Partnerships with parents and the community.

VISION: Expecting Excellence and Innovation, Honoring Legacy and Embracing Partnerships.

SCHOOL DISTRICT OF PITTSVILLE
5459 Elementary Avenue, Suite 2
Pittsville, WI 54466
715-884-6694