

## *Application for Non-Teaching Employment*

### *Mason School District SAU#89*

Last Name	First Name	MI	Position applying for:	School:
Street Address:			Date of Application:	Date Available to begin work:
City	State	Zip	Home Telephone:	Work Telephone:

***Please read carefully and complete by printing in ink or typing. Provide all information requested.***  
*An Equal Opportunity Employer*

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

#### ***Employment Record and Professional References***

Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Name of Company		Type or classification of job	
Street Address		Brief description of job duties	
City	State	Zip Code	
Supervisor's Name		Phone Number	
Base Salary	Dates worked From	To	Reason for leaving
Name of Company		Type of Business	Type or classification of job
Street address		Phone Number	Brief description of job duties
City	State	Zip Code	
Supervisor's name		Phone number	
Base Salary	Dates worked From	To	Reason for leaving
Name of company		Type of Business	Type of classification of job
Street Address		Phone Number	Brief description of job duties
City	State	Zip Code	
Supervisor's Name		Phone Number	
Base Salary	Dates worked From	To	Reason for leaving
May we contact your present employer? <input type="checkbox"/> yes <input type="checkbox"/> no			

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#### *Personal References*

List two names of people not related to you as personal references.

Name	Occupation	Address (street, city, state, Zip Code)	Phone Number (include Area Code)

#### *Educational History*

School Name	Location (city, state)	Dates attended		Graduated		Degree Course of Study
		From	To	Yes	No	
High School						
Technical or Trade School						
Colleges Attended						
Other						

#### *Office Skills To be completed by application for office/clerical work*

Computer Skills <input type="checkbox"/> IBM <input type="checkbox"/> Apple/Macintosh <input type="checkbox"/> Other	List software programs that you have knowledge of:
Typing <input type="checkbox"/> Yes <input type="checkbox"/> No                  Words per minute:	Dictation <input type="checkbox"/> Yes <input type="checkbox"/> No                          Words per minute:
List other office machines that you operate:	

The facts set forth in the above application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigate or credit agencies or bureaus of your choice.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature