



Return to: Human Resources  
124 W State Street  
Medford, WI 54451  
Phone: (715) 748-4620  
Fax: (715) 748-6839

## SUBSTITUTE APPLICATION

### **Personal Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
(First, Middle, Last)

Present Address \_\_\_\_\_  
(Street, City, State, Zip) Email address \_\_\_\_\_

Job Applying For: \_\_\_\_\_

The Medford Area Public School District (MAPSD) has **prerequisites for employment**. It requires 1) a physical examination pursuant to board policy GBE, 2) a criminal information records check through the Wisconsin Department of Justice and/or other appropriate agencies pursuant to board policy GCDA, and 3) a pre-employment drug examination indicating absence of drugs pursuant to board policy GBCBC. MAPSD will schedule and pay for all prerequisites. (The policies mentioned are available upon request.)

### **Education and Professional Training** List high school attended, then higher institutions in chronological order.

Name and Location of Institution	Graduated Yes / No	Degree	Major	Minor

Describe any education or training you have which is not covered above, which you feel is relevant to the job for which you are applying. \_\_\_\_\_

### **Previous Work Experience** Provide a complete description. Be specific. Start with your present or most recent job.

Place of Business	Name of Supervisor	From Mo. / Yr.	To Mo. / Yr.	Duties	Reason for Leaving

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**Personal References**

Name	Address	Telephone

**Work-Related References**

Name	Address	Telephone

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**Skills** Please go to the area in which you are applying.**Secretarial / Clerical Skills**

Circle all that you have training and / or experience.

Clerical	Switchboard	Other _____
Cashier	Fax	_____
Bookkeeping	Filing	List any computer software programs in which you are proficient: _____
Supervision	Transcription	_____
Computer / Word Processing	Shorthand	_____

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**Custodial Skills**

Circle all that you have training and / or experience.

Cleaning	Electrical	Other _____
Laborer	Plumbing	_____
Truck Driver	Heating / Ventilation	List any skill(s) in which you are proficient: _____
Mechanic (auto)	Air Conditioning	_____
Carpentry	Painting	_____

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**Food Service Skills**

Circle all that you have training and / or experience.

Serving	Cooking	Other _____
Dishwashing	Baking	_____

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**Teaching Assistant**

Circle all that you have training and / or experience.

Babysitting	Sunday School	Other _____
4 - H	Commercial Day Care	_____

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**Additional Experience**

Explain any additional experience, volunteer work, talents or skills that you possess which would be applicable to the position for which you are applying.

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**Additional Activities**

List any organizations to which you belong or have belonged and any honors you have received which may be relevant.

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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: \_\_\_\_\_

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MAPSD does not discriminate with respect to hire on the basis of conviction records; however, MAPSD may refuse to hire any individual that has been convicted of any felony, misdemeanor or other offense, the circumstances of which substantially relate to the circumstances of the particular job or licensed activity. WI§111.335(1)(c)(1)

Have you ever been found guilty, or do you presently have pending, any violations of law other than minor traffic offenses?

☐ No      ☐ Yes      Describe: \_\_\_\_\_

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I certify that the answers given by me in this application are true and correct without omissions of any kind. I agree that MAPSD shall not be held liable in any respect if any employment is terminated because of false statements, answers or omissions made by me in this application. I authorize MAPSD to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation or governmental agency to disclose to MAPSD any information regarding me. In consideration of MAPSD's review of this application, I hereby release MAPSD as well as all providers of information from any liability and for any damage 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**Open Records Notice**

Every applicant for a position with any authority may indicate in writing to the authority that the applicant does not wish the authority to reveal his or her identity. Except with respect to an applicant whose name is certified for appointment to a position in the state classified service or a final candidate, if an applicant makes such an indication in writing, the authority shall not provide access to any record related to the application that may reveal the identity of the applicant. "Final candidate" includes, whenever there are at least 5 candidates for an office or position, each of the 5 candidates who are considered most qualified for the office or position by an authority, and whenever there are less than 5 candidates for an office or position, each such candidate. Whenever an appointment is to be made from a group of more than 5 candidates, "final candidate" also includes each candidate in the group.

I request that the school district not release my identity unless my application is considered a "final candidate" as defined by state statute 19.36(7).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**Equal Educational Opportunity**

It is MAPSD policy, pursuant to state and federal laws, that no person, on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender identity), or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of or be discriminated against in any co-curricular, student services, recreational or other programs. Employees of this District are required to comply with the provisions of the Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

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