



EMPLOYMENT APPLICATION

PERSONAL INFORMATION

1. Position applied for: Office Manager 5th Grade ELA Teacher 2nd Grade Math Teacher

In-House Substitute Other _____

2. Name: _____
Last _____ First _____ Middle _____ Former _____

3. Present Address: _____
Number _____ Street _____ City _____ State _____ Zip _____

4. Permanent Address: _____
(if different) Number _____ Street _____ City _____ State _____ Zip _____

5. Telephone: _____ Email address: _____
(Area Code)

6. Date of birth: _____

7. Are you a graduate of an accredited institution? Yes No If no, when will you graduate? _____

8. Date of availability? _____ Are you under contract? _____ If so, expiration date? _____

9. Indicate grade level(s) in which you are certified: Kindergarten Elementary (1-6) Middle (Grades 6-8)
 Other _____

10. For Teacher Applicants only, prioritize levels you are interested in by placing a #1, #2, or #3 in the appropriate boxes:

	Grade K4 – K5	Grades 1-2	Grades 3-4	Grades 5-6	Grades 7-8
Math/Science					
Reading/Language Arts					
Other:					

10. Have you ever been convicted of any offense, including felonies, misdemeanors and ordinance violations?
 Yes No Do not report minor traffic violations. In the space below, please list the details of each offense, including the specific offense, the date of the offense, the location, and the disposition of the case. (Attach additional sheets if necessary.)

Note: Convictions are not an automatic bar to employment, but are reviewed in relation to the job for which you applied. Failure to report all convictions and/or pending charges as specified on this application may result in rejection of your application or discharge from employment.

The Central City Cyberschool of Milwaukee does not discriminate against any qualified employee or qualified applicant for employment because of sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation or family status.

12. Are you currently subject to any pending charge(s), including felony and misdemeanor charges? Yes No
Do not report minor traffic violations. In the space below, please list the details of each pending charge, including the specific offense, the date of the offense, the location (attach additional sheets if necessary.)

Note: Pending charges are not an automatic bar to employment, but are reviewed in relation to the job for which you applied. Failure to report all convictions and/or pending charges as specified on this application may result in rejection of your application or discharge from employment.

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13. Have you ever been dismissed or asked to resign from any position? Yes No If yes, please explain fully.

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14. **EDUCATIONAL AND PROFESSIONAL TRAINING:** List higher education institutions attended and other appropriate training in chronological order. *Official transcripts for all coursework taken at the undergraduate and graduate level may be requested.*

Name and Location of Institution	FROM MO/YR	TO MO/YR	Graduated MO/YR	DEGREE	MAJOR	MINOR

15. WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION LICENSE:

Do you hold a Wisconsin Department of Public Instruction license/certificate/permit? Yes No

Type of License/Certificate/Permit (be specific) _____ Expiration Date _____

Do you hold a license or certificate from a state other than Wisconsin? Yes, please attach a copy No

Type of License/Certificate/Permit (be specific) _____ Expiration Date _____

16. PROFESSIONAL REFERENCES: List references that may provide information about your training/experience.

NAME	POSITION	ADDRESS	ZIP CODE	TELEPHONE

If you are registered with a placement office, please request that your updated credential file be mailed to us.

17. **SCHOOL-BASED EXPERIENCE:** List only full-time experience. Do not list part-time or student teaching experience.

FROM mo/yr	TO mo/yr	SCHOOL	ADDRESS	ZIP CODE	TELEPHONE	GRADE/ SUBJECT	REASON for LEAVING

Present placement on salary scale: _____ years, _____ degrees/credits

Annual salary in present (or most recent) position: _____

18. **SUPPLEMENTARY INFORMATION:** Please check the areas in which you had significant experience or training:

⑥ DAILY FIVE & CAFE	⑥ ESL
⑥ EVERYDAY MATHEMATICS CURRICULUM	⑥ OPEN COURT READING CURRICULUM
⑥ WHOLE LANGUAGE INSTRUCTION	⑥ RtI
⑥ PHONICS-BASED READING PROGRAMS	⑥ DIFFERENTIATION
⑥ THE WRITING PROCESS	⑥ MULTIAGE/LOOPING CLASSROOMS
⑥ COOPERATIVE LEARNING	⑥ TEAM TEACHING
⑥ PERFORMANCE-BASED ASSESSMENTS	⑥ CURRICULUM DEVELOPMENT
⑥ STUDENT PORTFOLIOS	⑥ PEER MENTORING
⑥ SPECIAL EDUCATION	⑥ CHARACTER EDUCATION
⑥ INCLUSION	⑥ STUDENT TEACHER ADVISING
⑥ USING COMPUTERS AND OTHER MULTI-MEDIA TOOLS IN THE CLASSROOM	
⑥ CONDUCTING PROFESSIONAL DEVELOPMENT WORKSHOPS	
⑥ TECHNOLOGY INTEGRATION	
⑥ OTHER _____	

19. MILITARY SERVICE:

BRANCH OF SERVICE	NO. OF MONTHS	FROM mo/yr	TO mo/yr	TYPE OF DISCHARGE	HIGHEST RANK

20. NON-TEACHING WORK EXPERIENCE:

FROM mo/yr	TO mo/yr	PLACE OF WORK	ADDRESS	ZIP CODE	TELEPHONE	TYPE OF JOB	REASON for LEAVING

21. OTHER RELEVANT ACTIVITIES AND MEMBERSHIPS: Please list the organizations and dates of your participation and/or membership.

ORGANIZATION	ACTIVITY	DATES OF PARTICIPATION

Do you speak a language other than English? Yes No

If yes, please list languages and degree of fluency: _____

Which extracurricular activities would you be interested in organizing (if any)? _____

22. Explain why you are applying for a position with the Central City Cyberschool of Milwaukee. Include in your explanation how your experience, education, or extra curricular contributions have qualified you for this position. (Attach additional pages if necessary.)

APPLICANT: PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FORM.

I authorize the Governing Board of the Central City Cyberschool of Milwaukee (Cyberschool) to make any inquiry of or receive information from any person or organization regarding my suitability for employment; and do hereby give permission to these persons or organizations to provide such information. Such inquiries may include and not be limited by enumeration to the quality and quantity of my work, work history and record, character, qualifications, records or convictions, and medical records. For and in consideration of the release of such information, I hereby forever waive, release, and covenant not to sue any person or organization including the Cyberschool, its agents and employees for the result of providing, obtaining, or acting upon such information.

I also certify that all statements made on this application are true and complete, accurate, and not misleading to the best of my knowledge and belief. I understand that any false statements, incomplete statements, or misinterpretations of facts called for appearing on this or any other employment form will be sufficient reason not to hire me, and if discovered after my employment, may result in immediate dismissal at the Cyberschool's sole discretion.

A copy of this authorization shall be effective as the original.

Signature

Date

Thank you for completing this application form and for your interest in the Cyberschool. Please send this application to: cfaltz@cyberschool-milwaukee.org OR Central City Cyberschool of Milwaukee, 4301 North 44th Street, Milwaukee, WI 53216, Attention: Dr. Christine Faltz, Executive Director. For further information, please call (414) 444-2330, fax (414) 444-2435, or Email: cfaltz@cyberschool-milwaukee.org.