



# Senior Tax Exchange Program

**Return to: Lori Oertel**  
STEP Supervisor  
Menomonee Falls Community Center  
W152 N8645 Margaret Road  
Menomonee Falls, WI 53051  
(262)255-8469 | FAX: (262)255-8411  
**Return form by June 1**

## Application 2017-2018

Full Name (First, Middle, Last) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
Birthday (including year) \_\_\_\_\_ (for background check only)

\*Please attach a copy of your drivers license

\*If selected for the program, new applicants will have to provide social security number.

Please list work experience, skills, interest and any degrees/certifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I am available to work the following:** (Please check all that apply)

**Months:** \_\_\_ September \_\_\_ October \_\_\_ November \_\_\_ December \_\_\_ January  
\_\_\_ February \_\_\_ March \_\_\_ April \_\_\_ May \_\_\_ June \_\_\_ Summer School

**Days/Times:**

___ Monday	___ Morning	___ Afternoon
___ Tuesday	___ Morning	___ Afternoon
___ Wednesday	___ Morning	___ Afternoon
___ Thursday	___ Morning	___ Afternoon
___ Friday	___ Morning	___ Afternoon

**School(s) I would be willing to work at:**

___ Ben Franklin Elementary School (K-5)	___ North Middle School (6-8)
___ Valley View Elementary School (K-5)	___ MF High School (9-12)
___ Shady Lane Elementary School (K-5)	___ CE & Rec Community Center
___ Riverside Elementary School (K-5)	

**Please check all areas in which you would be interested in assisting:**

**Assist students with:**

\_\_\_ Math  
\_\_\_ Reading  
\_\_\_ Spelling  
\_\_\_ Business  
\_\_\_ Computers

\_\_\_ Music  
\_\_\_ Art  
\_\_\_ Writing  
\_\_\_ Science  
\_\_\_ Social Studies

**Assist in / with:**

\_\_\_ Library  
\_\_\_ Health Services  
\_\_\_ Office / Administrative work  
\_\_\_ Gardening  
\_\_\_ Physical Education

Do you fulfill STEP eligibility requirements: Age 62 or over, Social Security eligible, own primary Residence in the School District of Menomonee Falls?       Yes       No

Have you ever been convicted of or plead guilty to any crime(s):       Yes       No  
If yes, describe each in full: \_\_\_\_\_  
\_\_\_\_\_

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor?       Yes       No  
If yes, describe each in full: \_\_\_\_\_  
\_\_\_\_\_

I understand that employment depends upon a suitable position being available, and that a specific assignment can be made only after an interview with appropriate staff.

My signature below certifies that the above information is true and accurate to the best of my knowledge. If anything changes, it is my responsibility to notify the School District Office.

AS A CONDITION OF VOLUNTEERING, I give permission for the School District of Menomonee Falls to conduct a background check on me, which may include a review of sex offender registries, child abuse, and criminal history records. I understand that, if appointed, my position is conditional upon the District receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the School District of Menomonee Falls, and its predecessors, successors, assigns, agents, directors, officers, employees, representatives, and all other persons acting by, through, under or in concert with any of them from any and all claims, known or unknown. I also understand that, regardless of previous appointments, School District of Menomonee Falls is not obligated to appoint me to a volunteer position. If appointed, I understand that I am subject to suspension by the District and removal by the Board of Education for violation of School District policies or principles.

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

Applicant Name (please print or type) \_\_\_\_\_

#### Equal Opportunity

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

THE SCHOOL DISTRICT OF MENOMONEE FALLS DOES NOT DISCRIMINATE IN EMPLOYMENT, PROGRAM OPPORTUNITIES, VOLUNTEER OPPORTUNITIES OR DELIVERY OF SERVICE