



**Senior Tax  
Exchange Program**

**APPLICATION**

<i>For Office Use Only</i> <u>Notes:</u>  <u>Site/Staff member/times:</u>
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Name in full (print): \_\_\_\_\_ Previous names: \_\_\_\_\_

Phones: home \_\_\_\_\_ cell \_\_\_\_\_ work \_\_\_\_\_

E-mail address: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Dr. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

In case of emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**REFERENCES:** Please list three personal or professional references.

NAME	ADDRESS	POSITION	PHONE

EDUCATION	Name & Location of Schools	Diplomas	Dates Attended
High School			
Vocational			
College			

Career Experience(s): \_\_\_\_\_

Do you fulfill STEP eligibility requirements: age 65 or over, retired from full time employment, and own property on which you pay property taxes in Darlington? \_\_\_\_ Yes \_\_\_\_ No

Have you been convicted of any felony, misdemeanor or other offense, (other than minor traffic violations), or do you have such a charge pending? \_\_\_\_ Yes \_\_\_\_ No

(If yes, please attach a document that describes the facts of such a conviction/charge. A criminal record does not constitute automatic bar from employment but will be considered only as it relates to the job in question.)

**I am available (circle all that apply):**

MONTHS: August September October November December January February

March April May June July

DAYS/TIMES: Monday (morn, aft, evening) Tuesday (morn, aft, evening)  
Wednesday (morn, aft, evening) Thursday (morn, aft, evening) Friday (morn, aft, evening)  
Saturday(morn, aft, evening)

School(s) where I would be willing to work (check all that apply):

- Darlington Elementary (Grades K4-4th)
- Darlington Middle School (Grades 5th-8th)
- Darlington High School (Grades 9th-12th)

Review the areas listed below and check all those in which you may be of assistance:

**Assist students with:**

- Tutoring
- Mentoring
- Organization for learning (lockers, backpacks, etc.)
- Computers
- Math
- Reading
- Writing
- Spelling
- Keyboarding
- Handwriting
- Science
- Social Studies
- Technical education, such as: \_\_\_\_\_
- Foreign language, such as: \_\_\_\_\_
- English as a Second Language
- Family and consumer education
- Music, such as: \_\_\_\_\_
- Art, such as: \_\_\_\_\_
- Physical Education
- Business/Marketing
- Speeches, oral presentations
- Homework completion
- Discussing careers, training, school selection
- Writing applications
- Correspondence Ex: thank yous
- Assist in Special Education
- Registration
- Tours

**Assist with:**

- Productions
- Athletics, such as: \_\_\_\_\_
- School publications

**Assist in/with:**

- Library
- Health Services
- Computer work, such as: \_\_\_\_\_
- Paperwork
- Telephone
- Duplicating papers
- Filing
- Mailings
- Calculating
- Bulletin Board
- Displays
- Cooking, serving food, cleanup
- Sewing
- Uniforms
- Chaperoning
- Making props for plays
- Cleaning
- Gardening
- Greeters, ushers
- Repairs, such as: \_\_\_\_\_
- Errands

**Other talents, hobbies, interests or skills I would like to share:** \_\_\_\_\_

Please identify any physical limitations you have that should be considered in your job placement:

Why would you like to work in the STEP Program?

Any further comments, questions, and suggestions regarding the STEP Program:

I do hereby grant permission to be photographed doing STEP work for program promotion  
\_\_\_\_yes or \_\_\_\_no

Municipality of Residence:\_\_\_\_\_

My signature below certifies that the above information and attachments are true and accurate to the best of my

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. The school district makes no guarantee of the number of hours that will be available and assigned to each STEP applicant.

I have read the STEP Handbook, and agree to abide by all school board, school and STEP policies, procedures, and rules.

Signature of Applicant: \_\_\_\_\_ Date:\_\_\_\_\_

**Return to:**

Don Osterday, STEP Coordinator

Darlington Community School District  
11630 Center Hill Road  
Darlington, WI 53530  
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Email: andrewss@darlington.k12.wi.us