



Appleton Area School District

Thomas G. Scullen Leadership Center

DEPARTMENT OF HUMAN RESOURCES

122 E. College Ave., Suite 1A • P.O. Box 2019 • Appleton, WI 54912-2019

Human Resources: (920) 832-6105 • Fax: (920) 832-5740

TO: Name

DATE: Current Date

Employment with the Appleton Area School District is contingent upon successful completion of pre-employment protocol required by State Statute and District Policy. Pre-employment protocol can be completed at the locations listed below. Please call the location most convenient for you and schedule your appointment.

Please Note: *The Drug and TB Tests must be completed prior to starting work. The Physical and Pework Screening, if applicable, must be completed within your first week of employment.*

Ascension Employer Solutions

Locations: 1186 Appleton Road
Menasha, WI 54952
(920) 727-8700
7:00 AM to 5:00 PM

1855 S. Koeller Street
Oshkosh, WI 54902
(920) 223-7075
7:30 AM to 5:00 PM

PLEASE BRING THIS LETTER WITH YOU TO YOUR APPOINTMENT. If you are unable to keep your appointment, please contact Ascension Employer Solutions as soon as possible to reschedule.

For Ascension Employer Solutions Use Only:

This individual is categorized as a: Co-Curricular/Hourly

The following services are being requested at this time:

Drug Test	X
TB Test	X
Physical	
Pework Screen	
Audio Hearing Test	
Spirometry Test	

Appleton Area School District Contacts: Angie Bricco (920) 997-1399 (ext. 2043)
Sue Fourness (920) 997-1399 (ext. 2021)
Shannon Hanson (920) 997-1399 (ext. 2037)
Cathy Kornish (920) 997-1399 (ext. 2020)
Dana Lobermeier (920) 997-1399 (ext. 2044)