



## Department of Human Resources

131 East Washington Street, Suite 1A

Appleton, WI 54911

P: (920) 832-6161 F: (920) 832-5740

[www.aasd.k12.wi.us](http://www.aasd.k12.wi.us)

### TO: Prospective Employee

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 Pre-work 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: **Hourly, Co-Curricular Coach, Volunteer Coach**

The following services are being requested at this time:

|           |          |
|-----------|----------|
| Drug Test | <b>X</b> |
| TB Test   | <b>X</b> |

**Appleton Area School District Contact:** Kim Ebben (920) 832-6161