

Independent School District No. 801

Browns Valley Public Schools

Application Form

1. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Independent School District No. 801 to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

2. DATA PRIVACY NOTICE

The information requested on this application may be used by the School District in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the School District being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process the School District may be unable to provide the necessary accommodations if you do not provide the requested information. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the School District without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

3. POSITION DESIRED

Title of position for which you are applying: _____

Date available to begin employment: _____

4. PERSONAL DATA

Name _____
Last First Middle

Address: _____ Home Phone: _____
Street City State Zip Alternate Phone: _____

Are you either a U.S. citizen or legally eligible to hold employment in the United States?

Yes

No

Have you previously worked for Independent School District No. 801? Yes ___ No ___
If yes under what name may your previous employment records be found? _____

Do you have any special needs which may necessitate accommodations in the application/interview process? Yes _____ No _____

List all other names under which you have been employed or under which your educational records may be found.

5. WORK/VOLUNTEER EXPERIENCE

List all work and volunteer experience, most recent to be listed first.

Employer Name: _____

Employer Address: _____

Job Title: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

6. LICENSURE

List current licenses, registrations, or certificates relevant to the position for which you are applying.

<u>License/No</u>	<u>Issued By</u>	<u>Date</u>	<u>Expiration</u>
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All applicable licenses or certifications must be received in Superintendent's office prior to employment

7. EDUCATION

Include high school and any additional education/courses taken. List most recent first.

Name of School: _____

Address of School: _____

Degree/Diploma Received: _____

Major/Minor: _____

Dates of Attendance: _____

Name of School: _____

Address of School: _____

Degree/Diploma Received: _____

Major/Minor: _____

Dates of Attendance: _____

Name of School: _____

Address of School: _____

Degree/Diploma Received: _____

Major/Minor: _____

Dates of Attendance: _____

List/describe any other training and/or experience relevant to the position for which you are applying: _____

8. REFERENCES: These should be people in a position to discuss your qualifications for the position you seek. Include especially manager, directors, or heads of departments under whom you have worked. Indicate any who are related to you. The School District reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference: _____

Address: _____

Phone Number: _____ Title: _____

Name of Reference: _____

Address: _____

Phone Number: _____ Title: _____

Name of Reference: _____

Address: _____

Phone Number: _____ Title: _____

Name of Reference: _____

Address: _____

9. CRIMINAL BACKGROUND INFORMATION

Have you ever been convicted of a misdemeanor or a felony? _____

If yes, please explain the nature of the conviction and circumstances. _____

Give the date, city, state and county where convicted. _____

The School District will conduct a criminal background check on individuals upon making a contingent job offer. No offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the School District, and approval by the School Board.

10. VETERAN STATUS

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's Preference Points? Yes _____ No _____

Do you wish to claim Veteran's Preference Points? Yes _____ No _____

If you are a disabled veteran and wish to claim additional points, please check here _____

11. PRIOR EMPLOYMENT

Have you ever been discharged or forced to resign from prior employment? _____

If so, describe the circumstances: _____

12. PERSONAL STATEMENT

Please indicate why you are interested in the position and what you hope to accomplish if selected.

13. CERTIFICATION, ACKNOWLEDGEMENT AND RELEASE

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the District. I understand that I may be asked to take an employment physical. The results may determine whether I am capable of performing the duties in the position for which I am applying.

In connection with this application I hereby authorize any and all former employers and references named in this application, or any agent of such a former employer, to release performance and fitness/qualifications to Independent School District 801 and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession.

I understand that Independent School District 801 will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below. I hereby release Independent School District No. 801 and all former employers and references listed herein and any and all agents on behalf of said District, former employers or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Date _____ Signature _____

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