

Application for Employment in Licensed Positions
Independent School District #361- International Falls Public Schools
1515 - 11th Street
International Falls, MN 56649

Position(s) Applied for: _____ Date of Application: _____

School: _____

Last Name	First Name	Middle Name	Maiden Name
_____	_____	_____	_____

Provide all AKA's (also-known-as):

Last Name(s)	First Name(s)	Middle Name(s)
_____	_____	_____

Current Telephone Number: _____ Day _____ Night _____

Are you a citizen of the United States: _____ Yes _____ No

Beginning with current residence, please list your place of residence for the past ten (10) years:

1. Street _____ Date: From _____ To _____

City _____ State _____ Zip _____

2. Street _____ Date: From _____ To _____

City _____ State _____ Zip _____

3. Street _____ Date: From _____ To _____

City _____ State _____ Zip _____

(If you have any addition employment information to submit, please email kbennett@isd361.org with your details, and attachments)

EDUCATION:

High School Name	City	State	Dates From _____ To _____	Graduate Date _____
_____	_____	_____	_____	_____

List Activities:

List Offices, Awards, Honors:

Colleges / Universities Name(s)	City	State	Dates	Credits/Degree
_____	_____	_____	From _____ To _____	_____
_____	_____	_____	From _____ To _____	_____
_____	_____	_____	From _____ To _____	_____

List majors and minors for all degrees declared above

Associate Degree:

Major(s) _____ Minor(s) _____

Bachelor Degree:

Major(s) _____ Minor(s) _____

Masters Degree MA _____ MS _____ Other _____

Major(s) _____

Doctors Degree Ph.D _____ Ed.D _____ Other _____

List Activities, Awards, Honors:

LICENSES HELD:

Type	Agency Issuing	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Application cannot be considered unless copy of appropriate Minnesota license is either attached to this application or has been enclosed with prior credentials. New graduates will be considered upon verification of approved program completion and evidence that application for license has been made to Minnesota Personnel Licensing.

COMPUTER COMPETENCY:

List those operations you are capable of performing at an effective level, and platforms and programs with which you are comfortable:

PC _____ MacIntosh _____

Word Processing

Program(s) _____

Data Base

Program(s) _____

Spread Sheet

Program(s) _____

WORK EXPERIENCE:

Enter work experience information beginning with current or most recent employment. Include military service assignments and job-related service in voluntary organizations. You may exclude organizations which would indicate race, color, national origins, disabilities or other protected status.

1. Employer	From	To
<hr/>		
Address		
<hr/>		
Telephone		
<hr/>		
Job Title	Immediate Supervisor	
<hr/>		
Job Responsibilities		
<hr/>		
Reason for Leaving		
<hr/>		
2. Employer	From	To
<hr/>		
Address		
<hr/>		
Telephone		
<hr/>		
Job Title	Immediate Supervisor	
<hr/>		
Job Responsibilities		
<hr/>		
Reason for Leaving		
<hr/>		
3. Employer	From	To
<hr/>		
Address		
<hr/>		
Telephone		
<hr/>		
Job Title	Immediate Supervisor	
<hr/>		
Job Responsibilities		
<hr/>		
Reason for Leaving		
<hr/>		

(If you have any additional employment information to submit, please email kbennett@isd361.org with your details, and attachments. Please be sure to include employers, addresses, telephone numbers, immediate supervisors, job titles, and reasons for leaving.)

List all school districts in which you were awarded tenure and date tenure award was made:

<u>District</u>	<u>Tenure Date</u>	<u>District</u>	<u>Tenure Date</u>
<hr/>			
<hr/>			

PROFESSIONAL ASSOCIATIONS:

Name

From

To

Offices Held

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List Civic and Community Activities and Held

You may exclude membership which would reveal gender, race, religion, national origin, age, disability or other protected status

NOTE TO APPLICANTS: Do not answer this question unless you are aware of the requirements for the job for which you are applying:

Are you capable of performing in a professional manner, with or without accommodation, the activities involved relevant to the position for which you are applying? _____ Yes _____ No

If accommodations will be required, please describe:

Have you ever been convicted of a felony? _____ Yes _____ No

Conviction will not necessarily disqualify an applicant from employment

Have you ever had a conviction protected by judicial disposition? _____ Yes
_____ No

Have you ever had a professional license denied, revoked or suspended by that license's controlling agency? _____ Yes _____ No

TENNESSEN WARNING

In accordance with the Minnesota Statute 13.04, subd.2, we are required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications for ISD 361 job openings. You are not required to provide this information, however, it is necessary to determine if you qualify for employment. Disclosure of your social security number is voluntary, unless you are hired. If hired, you must disclose it in order to be in compliance with state and federal tax withholding laws. If you do not supply the required information, ISD 361 will not be able to consider you for employment. The use of the private data we collect is limited to that necessary for the administration and management of the district hiring process. Persons with whom this information may be shared include personnel department employees, administration employees, and supervisors in the department where job openings occur.

Unless otherwise authorized by state statute or federal law, government agencies utilizing the reported private data must treat the information as private.

I have read and understand the above information.

DISCLAIMER: By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

Date

Signature

Formal application will require the completion of this application form, a formal letter of application, resume, professional credentials containing at least three letters of reference (letters of reference may be attached separately), copy of professional licenses if applicable, official transcripts of graduate and undergraduate work, and completed criminal background check.

Notice to all applicants: Upon formal hiring this application shall become part of your personnel file. Should any entry be found to be false, or should any attempt to misrepresent the truth be determined, you may be immediately dismissed, subject to the sole discretion of the School Board.

DISCLAIMER: By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

Signature of Applicant

Date

International Falls Public Schools, ISD 361, is an equal opportunity employer and will not discriminate in its employment practices on the basis of sex, race, religion, or national origin.

Return application to:

ISD #361

Attention: Kendra Bennett

1515 11th Street

International Falls, MN 56649

Ph: 218-283-2571 x1149

Fax: 218-502-8772

email: kbennett@isd361.org