

**Application for Employment in Licensed Positions**  
Independent School District #361- International Falls Public Schools  
1515 - 11<sup>th</sup> 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 need more space, please attach a separate sheet of paper

**EDUCATION:**

High School Name	City	State	Dates	Graduate
_____	_____	_____	From _____ To _____	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/>	
<hr/>		
Telephone	<hr/>	
<hr/>		
Job Title	Immediate Supervisor	
<hr/>		
Job Responsibilities		
<hr/>		
Reason for Leaving		
<hr/>		
2. Employer	From	To
<hr/>		
Address	<hr/>	
<hr/>		
Telephone	<hr/>	
<hr/>		
Job Title	Immediate Supervisor	
<hr/>		
Job Responsibilities		
<hr/>		
Reason for Leaving		
<hr/>		
3. Employer	From	To
<hr/>		
Address	<hr/>	
<hr/>		
Telephone	<hr/>	
<hr/>		
Job Title	Immediate Supervisor	
<hr/>		
Job Responsibilities		
<hr/>		
Reason for Leaving		
<hr/>		

List additional employers, addresses, telephone numbers, immediate supervisors, job titles, and reasons for leaving on additional sheet as necessary)

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.

\_\_\_\_\_  
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.

\_\_\_\_\_  
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:

Independent School District #361  
Attention: Kendra Bennett  
1515 - 11th Street  
International Falls, MN 56649  
Phone: (218) 283-2571 extension 1149  
Fax: (218) 502-8772  
Email: [kbennett@isd361.org](mailto:kbennett@isd361.org)

*Revised 01/27/2020*