

**Application for Employment
Independent School District No. 213
500 First Avenue East - PO Box X
Osakis, MN 56360
320-859-2191**

Date of Application: _____
Date Available: _____

Position(s) Applying for: _____

Name: _____
Last First Middle

Mailing Address: _____ City, State, Zip Code _____

Telephone Number: () () () _____
Home Cell Work

Where do you prefer to be contacted? Home Work Either

Are you legally eligible for employment in the U.S? Yes No

If necessary for the job, I am able to: Provide a valid MN Driver's License: Yes No

If so, fill out the following: Issuing State: _____ License #: _____

Endorsements: Passengers School Bus

Work Experience

(List chronologically, starting with most recent)

Employer Name & Address	Position title/duties, skills:	Start Date	End Date
		Reason for Leaving:	
Pay : \$	Supervisor: Telephone:		
Employer Name & Address	Position title/duties, skills:	Start Date	End Date
		Reason for Leaving:	
Pay : \$	Supervisor: Telephone:		
Employer Name & Address	Position title/duties, skills:	Start Date	End Date
		Reason for Leaving:	
Pay : \$	Supervisor: Telephone:		

Military: Have you ever served in the United States Armed Forces? Yes No
If yes, Branch: _____

Summarize other employment related to this job: _____

Education Record

(Indicate all institutions attended from high school through graduate study if applicable)

Institution Name	Years		Field of Study	Graduate or Degree
	Completed			
High School				
College/ University				
Business/Technical				
Additional				

Skills & Qualifications

1. Other qualifications such as special skills, abilities or honors that should be considered: _____

2. Type of computers, software and other equipment you are qualified to operate: _____

3. Professional licenses, certifications, or registrations: _____

4. Additional skills, including supervision skills, other languages or information regarding the applied position you wish to bring up to the employer's attention: _____

General Information

1. Have you ever been convicted of a crime in MN or any other state? The term crime includes a misdemeanor, gross misdemeanor, felony, or a charge that resulted in a stay of imposition of sentence. Yes No
If yes, explain action, location(s), dates, and the agency involved in the space below or attach a sheet offering explanation

2. Have you ever been convicted, acquitted or found not guilty of a criminal offense that involved sexual conduct, homicide, assault, or any other crime involving violence in Minnesota or any other state? Yes No
If yes, explain action, location(s), dates, and agency involved in the space below or attach a sheet offering explanation.

3. Are there any criminal charges or proceedings pending against you in Minnesota or any other state? Yes No
If yes, explain action, location(s), dates, and the agency involved in the space below or attach a sheet offering explanation.

References

List those who can speak of your qualifications for this position.
Former employers, supervisors, etc., would be helpful. Do not include more than one personal reference.

Name	Address	Telephone	Occupation	Years known

INFORMATION TO THE APPLICANT

*In accord with M.S. 15.165 , the Osakis Public School District No. 213 hereby states that its purposes for collecting personal data are : (1) to enable fulfillments of its obligations to employees, both potential and actual, in accord with state and federal laws; and (2) to enable proper, effective, and efficient administrative and supervisory decisions concerning the welfare of the personel and the school district.

*The applicant has no legal obligation to supply either the data requested in the application form or the data contained in a professional credentials file. The consequences of not providing adequate and vital data, however, minimize the candidate's opportunity for employment since the process would be operating without the information required for a personnel decision.

*As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently fired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. If necessary for employment, you may be required to supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above. Any person who, with intent to defraud, receives worker's compensation benefits to which the person is not entitled by knowingly misrepresenting, misstating, or failing to disclose any material fact is guilty of theft and shall be sentenced to section 609.52, subdivision 3.

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability or veteran status. Employment is subject to a background check.

Signature of Applicant: _____ Date: _____