Waubun-Ogema-White Earth Community Schools

1013 3rd Street

Waubun, MN 56589

Employment Information

**Current Employees: Fill out the information that applies.**

**Date**: **Name**:

**Address**: (New Hires: Your address must match your W4)

City: , State: , Zip:

Home Phone: Cell Phone:

Email:

Alert Notice Preference: Check 1-3 options

Home Phone Cell Phone Email

**Name Change** **(Proof of Legal Change Required)**

Current Full Name New Full Name:

Primary Medical Emergency Contact: Phone(s):

Relationship:

2nd Medical Emergency Contact: Phone(s):

Relationship:

**For TRA Employees only**: You have the option to be paid 9 or 12 months. **(This area of the form applies to start of school year only)**

Please check your choice for the new school year. **9 month 12 month**

**TRA No:**

**Licenses:** All teachers are required to have a copy of their current Minnesota teaching license in their personnel file.