

Application for Employment in Non-Licensed Positions

Independent School District #361 - International Falls Public Schools

1515 - 11th Street

International Falls, MN 56649

Position Applied For: _____

Date of Application: _____ School: _____

Last Name **First Name** **Middle Initial**

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

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

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

Telephone: Day: _____ Evening: _____

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 AND TRAINING:

High School

Name	City	State	Highest Grade Completed/Graduation Date
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Colleges / Universities/Technical School

1. Name(s)	City	State	Dates	Credits or Degree
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_____ from _____ to _____

2. Name(s)	City	State	Dates	Credits or Degree
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_____ from _____ to _____

List Activities, Awards, Honors:

OTHER TRAINING: (List any additional specialized training or knowledge)

LICENSES HELD:

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

(Please attach a copy of current licenses)

COMPUTER COMPETENCY:

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

PC _____ MacIntosh _____

Word Processing Program(s) _____

Data Base Program(s) _____

Spread Sheet Program(s) _____

BUS DRIVER APPLICANTS MUST COMPLETE THE FOLLOWING:

Do you possess a valid Minnesota Drivers License? _____ Yes _____ No

Driver License Number: _____

A,B, or CDL License: _____ Yes _____ No

Bus Driver Endorsement: _____ Yes _____ No

Have any of the aforementioned driver licenses ever been suspended or revoked? _____

Yes _____ No

If Yes, give details:

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 _____ Salary _____

Address _____

Telephone _____

Job Title _____

Immediate Supervisor _____

Job Duties and Responsibilities _____

Reason for Leaving _____

2. Employer _____ From _____ To _____ Salary _____
 Address _____
 Telephone _____
 Job Title _____ Immediate Supervisor _____
 Job Duties and Responsibilities _____
 Reason for Leaving _____

3. Employer _____ From _____ To _____ Salary _____
 Address _____
 Telephone _____
 Job Title _____ Immediate Supervisor _____
 Job Duties and Responsibilities _____
 Reason for Leaving _____

(List additional employment information on an additional sheet if necessary)

Have you ever been discharged or forced to resign from any position? _____ Yes _____ No

If yes, give details: _____

LIST CIVIC AND COMMUNITY ACTIVITIES

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

REFERENCES: Name Address Phone Occupation

1. _____
 2. _____
 3. _____

Do you wish to claim Veteran's Preference: Veteran _____ Yes _____ No
 Disabled Veteran _____ Yes _____ No

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 job classification duties, with or without accommodation, as listed in the job description? _____ 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

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.

Signature of Applicant

Date

International Falls Public Schools, 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: Jennifer Horne, Payroll/Employee Benefits
1515 - 11th Street
International Falls, MN 56649
Phone: (218) 283-2571 extension 1182
Fax: (218) 283-2384

Application for any position with the International Falls Schools will require the completion of this application form and a completed criminal background check.

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.

We Are An Equal Opportunity Employer