

**SUPPLEMENTAL APPLICATION FOR SCHOOL DISTRICT EMPLOYMENT**  
**Hills-Beaver Creek School District No. 671**

**APPLICATION PROCEDURE**  
**Certified Position**

Dear Applicant:

Thank you for applying for a position with our school district. A valid application for the vacant position requires the documents listed below. Please select the box next to an item to indicate the item has been sent or is included with this application.

- Formal letter of application for the vacant position.
- College transcript(s) of all academic work.
- Resume showing your: (a) professional skills, (b) educational training, (c) work history, (d) relevant personal skills, and (e) names of supervisors and/or administrators that may be contacted for a job reference.
- Credentials from a college or state career services agency. Some applicants may not have this information. It is desirable but not mandatory.
- Copy of your Minnesota "Educator License" or a letter or email from MDE stating your licensure application is pending with an approximate date for issuance of the license.
- Completed school district "Application for District Employment."
- Letters of recommendation from current or previous employers are desirable but not an absolute requirement. However, your resume should include the names of supervisors (not co-workers) that may be contacted for information relating to your work history. If this information is included in you resume, your application will not be considered until received.

The school district will screen all applications and select applicants to be interviewed in the near future. Applicants selected for interviews will be notified by email or telephone. Thank you for considering our school district as a potential employer.

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# SUPPLEMENTAL APPLICATION INFORMATION FOR DISTRICT VACANCY HILLS-BEAVER CREEK PUBLIC SCHOOLS

<b>Position for which you are applying:</b>			
<b>Name:</b>		<b>Date:</b>	
<b>Address:</b>			
<b>City, State, &amp; ZIP:</b>		<b>Home Phone:</b>	<b>Work Phone:</b>
<b>E-Mail Address (If available):</b>			
<b>Do you hold a license or certificate related to the job?</b>	<i>If yes, please list:</i>		

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

1. Do you have the legal right to work in the United States? [ ] Yes [ ] No (Please check appropriate box.)
2. Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying? [ ] Yes [ ] No (Please check appropriate box.)
3. Have you ever been released or discharged from employment or resigned to avoid such release or discharge? [ ] Yes [ ] No (Please check appropriate box.) If yes, please explain. Include date of discharge or resignation and reason for discharge or resignation:

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4. I hereby certify that (check the applicable box and provide the information requested):

- I have not pleaded guilty to or been convicted of any violation of criminal law, including criminal convictions resulting from a deferred sentence. (Minor traffic offenses need not be reported)
- I have pleaded guilty to or have been convicted of at least one violation of criminal law. Please attach and sign a complete description of the circumstances surrounding such conviction. (This may not necessarily disqualify a person from consideration for employment.)

**EDUCATION & TRAINING:** Please list college or vocation programs that you have completed. If the space provided is inadequate, attach additional information to this application:

<b>Post High School Institution:</b>
Degree or Training:
Dates of Attendance:
<b>Post High School Institution:</b>
Degree or Training:
Dates of Attendance:
<b>Post High School Institution:</b>
Degree or Training:
Dates of Attendance:

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**EMPLOYMENT RECORD:** List your employment, with your most recent employment first. Describe your employment history, accounting for your last two but no more than four positions. You may include volunteer and paid experience. DO NOT substitute a resume. You may attach additional information.

<b>Most recent Employer</b>					
<b>Position:</b>		<b>No. Yrs In Position:</b>	<b>Dates:</b>		
<b>Address:</b>					
<b>Contact Person:</b>		<b>Title:</b>		<b>Telephone:</b>	
<b>Highest Salary:</b>		<b>Reasons for Leaving:</b>			

<b>Next Employer:</b>					
<b>Position:</b>		<b>No. Yrs In Position:</b>	<b>Dates:</b>		
<b>Address:</b>					
<b>Contact Person:</b>		<b>Title:</b>		<b>Telephone:</b>	
<b>Highest Salary:</b>		<b>Reasons for Leaving:</b>			

<b>Next Employer:</b>					
<b>Position:</b>		<b>No. Yrs In Position:</b>	<b>Dates:</b>		
<b>Address:</b>					
<b>Contact Person:</b>		<b>Title:</b>		<b>Telephone:</b>	
<b>Highest Salary:</b>		<b>Reasons for Leaving:</b>			

**SUPPLEMENTAL APPLICATION INFORMATION FOR DISTRICT  
VACANCY  
HILLS-BEAVER CREEK PUBLIC SCHOOLS**

<b>Next Employer:</b>					
<b>Position:</b>		<b>No. Yrs In Position:</b>	<b>Dates:</b>		
<b>Address:</b>					
<b>Contact Person:</b>		<b>Title:</b>		<b>Telephone:</b>	
<b>Highest Salary:</b>		<b>Reasons for Leaving:</b>			

**REFERENCES:** Please list current information for references below. Individuals listed should be other than those who have submitted written letters of reference.

Name	Title	Address	Phone (home and work)
1.			
2.			
3.			

**CRIMINAL BACKGROUND INFORMATION**

**The School District will conduct a criminal background check. No offer of employment shall become final until receipt of the results of the criminal background check from the Bureau of Criminal Apprehension and any other agency requested the content of which is acceptable to the School District and approval by the School Board.**

**VETERAN STATUS**

Are you an honorably discharged veteran of the armed forces of the united States or are you otherwise eligible to claim Veteran's Preference Points?	YES	NO
Do you wish to claim Veteran's Preference Points?	YES	NO
If you are a disabled veteran and wish to claim additional points, please check here.		
Proof of applicable military status/eligibility, such as a DD214 form, must be submitted to the District Office in order to claim credits. Please attach a DD214 form or forward it within five (5) business days.		

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**PURPOSE**

- In accord with Minnesota statute, Hills-Beaver Creek ISD #671 hereby states that its purposes for collecting personal data are: (1) to enable fulfillment of its obligations to employees, obtain 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 personnel and the district.
- The application has no legal obligation to supply either the data requested in this 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 processes would be operating without the information required for personnel decision.
- In accordance with Minnesota's "Ban the Box" legislation, enacted effective January 1, 2014, employers are not permitted to include questions regarding a candidate's possible criminal background on an initial application. This is a request for supplemental information and is consistent with that legislation. In addition and in accordance with Minnesota statute, successful candidates for employment must successfully complete a criminal background check.

**CERTIFICATION, ACKNOWLEDGEMENT AND RELEASE:**

To Whom It May Concern:

I, \_\_\_\_\_, am seeking employment or volunteer assignment with  
Applicant Name

the Hills-Beaver Creek School District. I acknowledge that a complete investigation into my background is necessary to protect the safety and welfare of the children in the Hills-Beaver Creek school district. I hereby expressly and voluntarily give the Hills-Beaver Creek School District the right to make a thorough investigation of my past employment, education and activities. I specifically authorize the release of any and all information of a confidential or privileged nature, including confidential criminal justice information to the staff of Hills-Beaver Creek School District and its agents. I hereby release the Hills-Beaver Creek School District and any organization, company, institution, or person furnishing information to the district and its agents as expressly authorized above, from any liability for damage, which may result from any dissemination of information requested. This document is effective until revoked in writing by me.

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the District.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the Hills-Beaver Creek Board of Education or the appointing authority referenced in the job description and that until such approval that the District shall not be liable for any reliance on any oral or written offers of employment made to me.

\_\_\_\_\_  
\*Signature Date

Print Full Name: \_\_\_\_\_ Print Full Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

***\*All applications must be signed. If you return your application by mail, send it to P.O. Box 547 rather than 301 N. Summit.***