

Application for Employment

Waterville-Elysian-Morristown Schools
500 East Paquin Street
Waterville, MN. 56096-1596

Please print or type

Position(s) Applied for _____ Date of Application _____

Name _____ Social Security # _____

Last First Middle Initial

Address _____

Street City State Zip Code

Telephone # () _____ Email: _____

If you are under 18, and it is required, can you furnish a work permit? Yes No

If no, please explain _____

Have you ever been employed here before? If yes, give dates and positions Yes No

Are you legally eligible for employment in this country? Yes No

Date available for work _____ What is your desired salary range? _____

Type of employment desired Full Time Part time Temporary

RESUME:

Enclose a resume of your career and qualifications. If you do not have a resume, please complete the next page. In addition, teaching applicants must have their placement credentials and copies of transcripts forwarded to the District Office before their application is considered complete. Copies of transcripts issued to the student may be submitted in lieu of official transcripts. If offered a job, the applicant must submit official transcripts.

LICENSES/CERTIFICATES

Enclose copies of valid licenses/certificates which you hold that are related to the job for which you are applying (e.g. Teaching License, Boiler's License, Bus Driver's License). **Teaching/Administrative applications are not considered complete without a copy of a MN. Teaching/Administrative License.** If your Teaching/ Administrative License is not included with this application, on a single sheet of paper without lines, state the reason why your Teaching/ Administrative License is not accompanying your application.

BACKGROUND QUESTIONS

If the job for which you are applying requires a license issued by the Minnesota Department of Children, Families, and Learning, DO NOT COMPLETE question #1 in this section.

1. Have you been (or if your spouse is deceased, was your spouse) separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty?

No Yes - If you are a veteran (or if you are the spouse of a deceased veteran) and wish to claim veterans' preference, you must include a legible photo copy of your (or your deceased spouse's) DD214 with this application.

2. Have you been convicted of a felony within the last 7 years? No Yes

If YES, please explain (conviction will not necessarily disqualify applicant from employment):

3. Do you have any current or previous disciplinary actions taken in Minnesota and/or other states against your teaching licenses as a result of sexual misconduct with students. No Yes Failing to disclose such information will be grounds for the teachers' dismissal. If YES, please explain

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or disability

PRINT OR TYPE ALL INFORMATION

EDUCATIONAL BACKGROUND

A. List last three (3) schools attended, starting with the most recent. **B.** List number of years completed. **C.** Indicate degree or diploma earned, if any. **D.** Grade Point Average or Class Rank. **E.** Major field of study. **F.** Minor field of study (if applicable).

A. School	B. Years Completed	C. Degree Diploma	D. GPA Class Rank	E. Major	F. Minor

REFERENCES

List name and telephone numbers of three business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known
	()	
	()	
	()	

ADDITIONAL INFORMATION

List professional, trade, business, or civic associations and any offices held.

(Exclude membership which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected areas.)

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

(Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status:)

List any additional information you would like us to consider: _____

Employment History

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

From _____ To _____

Employer _____ Telephone # _____

Starting Job Title/Final Title _____

Address _____

Immediate Supervisor and Title _____

Summarize the nature of work performed and job responsibilities _____

May we contact for your immediate supervisor for reference? Yes No Later

Reason for Leaving _____

Hourly Rate/Salary	Start \$	Per	Final \$	Per
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_____	_____	_____	_____	_____

PERSONAL STATEMENT

APPLICANT'S STATEMENT

I certify that all information I have provided in order to apply for and secure work with the the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the prupose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserved the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreement contrary to the foregoing express language are valid unless they are in writing and signed by the employer's superintendent.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

Signature of applicant

Date