

# INDEPENDENT SCHOOL DISTRICT NO. 581

## APPLICATION FOR EMPLOYMENT

### I. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Independent School District No. 581 to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

### II. DATA PRIVACY NOTICE

The information requested on this application is intended to be used by ISD #581 in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide ISD #581 any other information on this form at this time. However, failure to provide complete, accurate information may result in being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, ISD #581 may be unable to provide the necessary accommodations if you do not provide the information in Section IV. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside ISD #581 without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

### III. POSITION DESIRED

Title of position for which you are applying: \_\_\_\_\_

Date available to begin employment: \_\_\_\_\_

### IV. PERSONAL DATA

Name \_\_\_\_\_

Last

First

Middle

Address \_\_\_\_\_

Street

City

State

Zip

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Are you either a U.S. Citizen or legally eligible to hold employment in the United States?

Yes\_\_\_\_ No\_\_\_\_

Have you previously worked for District 581? Yes\_\_\_\_ No\_\_\_\_

If yes, position held/department \_\_\_\_\_ When? \_\_\_\_\_

If yes, under what name may your previous employment records be found? \_\_\_\_\_

Do you have any special needs which may necessitate accommodations in the application/interview process? Yes \_\_\_\_ No \_\_\_\_

If yes, please describe the type of accommodation requested: \_\_\_\_\_

List all other names under which you have been employed or under which your employment or educational records may be found: \_\_\_\_\_

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## **V. WORK/VOLUNTEER EXPERIENCE**

List *all* work and volunteer experience, most recent to be listed first.

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Dates of Employment (mm/dd/yyyy): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Dates of Employment (mm/dd/yyyy): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## VI. REFERENCES

These should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors or heads of departments under whom you have worked. Indicate any who are related to you. ISD #581 reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Reference:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Title: \_\_\_\_\_

## VII. CRIMINAL BACKGROUND INFORMATION

Have you ever been convicted of a misdemeanor or felony? \_\_\_\_\_

If yes, please explain the nature of the charge and the circumstances:

\_\_\_\_\_

Were you ever convicted and or/did you plead guilty? \_\_\_\_\_

Give the date, city, state and county where convicted: \_\_\_\_\_

***ISD #581 will conduct a criminal background check on individuals upon making a contingent job offer. No offer of employment shall become final until receipt of the results of the criminal background check, the content of which is acceptable to ISD #581, and formally approved by ISD #581 Board of Directors.***

**VIII. PRIOR EMPLOYMENT**

Have you ever been discharged, forced to resign from employment or resign as part of a settlement agreement with an employer other than one involving a human rights charge or claim in which you were the claimant/plaintiff? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, identify the employer and describe the circumstances: \_\_\_\_\_

**IX. PERSONAL STATEMENT**

Please indicate why you are interested in the position and what you hope to accomplish is selected: \_\_\_\_\_

**X. CERTIFICATION, ACKNOWLEDGEMENT AND RELEASE**

**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 ISD #581.

**I understand, acknowledge and agree** that no offer of employment is valid or binding until formal approval by ISD #581 Board of Directors and that until such approval that ISD #581 shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application **I hereby authorize** any and all current and former employers, organizations where I have volunteered (“volunteer organizations”) and references named in this application, or any agent of such a former employer or volunteer organizations, to release to ISD #581 and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that ISD #581 will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below.

**I hereby release** ISD #581 and all former employers, volunteer organizations or references listed herein and any and all agents acting on behalf of ISD #581, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting and providing such information.

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

(Do Not Print)