

Date Received: _____

RUSHFORD-PETERSON SCHOOLS

EMPLOYMENT APPLICATION FOR LICENSED POSITION

Thank you for your interest in employment in Rushford-Peterson Schools. District 239 is an equal opportunity employer. Selection of applicants will be made without reference to race, creed, color, religion, sex, age, national origin, disability, economic, or marital status.

In accordance with Minnesota Statute, the following information is considered public data: veteran status, job history, education and training, and work availability. Applicant names are considered private data until such time as an applicant is considered a finalist or is invited for an interview for public employment. Should you become an employee of Rushford-Peterson Schools, this application will become a part of district personnel records and, as such, will be subject to all uses and restrictions consistent with the Minnesota Government Data Privacy Act.

Data provided on your application will be reviewed by various personnel within Rushford-Peterson Schools to fully assess your qualifications as a candidate for employment.

Notice to all applicants: In accordance with the Immigration Reform and Control Act of 1986, it is unlawful for Rushford-Peterson School District to knowingly hire any person who is not authorized to work in the United States. In Compliance with this statute, it is our intent to hire only authorized workers. All successful applicants for employment will be asked to verify that they are a United States citizen or an alien authorized to work in the United States. As a condition of continued employment, new employees will be asked to provide such verification as required by law within three (3) business days after the date of hire.

Today's Date: _____ Position Desired: _____

Name (First Middle Last): _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: (_____) _____

Date available to start: _____ Type of employment: Full Time: _____ Part Time: _____ Substitute: _____

Have you been employed by Rushford-Peterson Schools before? Yes _____ No _____ If so, when? _____

Are you legally eligible for employment in the United States? Yes _____ No _____

Are you a veteran as defined in Minnesota Statute 197.447? Yes _____ No _____

Have you ever been convicted of a felony or been convicted of a lesser charge in which the conviction was not annulled or expunged according to law or was a misdemeanor charge for which no jail sentence has been imposed? Yes _____ No _____

If yes, explain _____

Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? Yes _____ No _____

Have you ever been terminated from employment or resigned by request of the employer or by mutual consent for the cause of alleged misconduct, alleged unsatisfactory performance, or alleged improper or illegal acts?

Yes _____ No _____ If yes, Employer/Location: _____

Name/Title of Supervisor: _____

Are any criminal charges or proceedings pending against you? Yes _____ No _____

If yes, explain _____

EDUCATION / EMPLOYMENT / VOLUNTEER / MILITARY EXPERIENCE

(Please attach a resume listing all education, work, volunteer and military experience.)

What type of teaching certificate do you hold? _____

Expiration date: _____ Certificate file folder number: _____

List the subject(s) or grade(s) specifically stated in your certificate: _____

Major(s): _____ Minor(s): _____

Minnesota Teachers Retirement Association Number: _____

Circle/highlight any of the following activities you would be willing to successfully direct:

Clubs	Cheerleading	Drama	Football	Basketball	Baseball
Track	Golf	Wrestling	Dance Team	Prom	Yearbook
Softball	Student Council	Speech	Volleyball	Cross Country	Soccer

Other: _____

PERSONAL STATEMENT:

In your own handwriting, provide a statement which tells us why you are interested in employment with Rushford-Peterson Schools and what special skills or talents you would bring to our organization.

REFERENCES: List three professional references who have knowledge of your work qualifications. Do not list personal references.

Name Title/Position Address Telephone

INFORMED CONSENT

I hereby authorize the Rushford-Peterson School District and/or their agents, without any reservation, to investigate my background as it pertains to employment history and performance, personal and professional references, education history, licenses and information contained in public records, including, but not limited to, credit, criminal, motor vehicle data and workers compensation. I hereby release all persons, companies or other entities furnishing such information from liability and responsibility in connection herewith. I further authorize ongoing procurement of the types of reports mentioned herein at any time during my employment (or contract) with the company. A photocopy of this document may be substituted for the original.

Printed Full Name of Applicant: _____

Signature of Applicant: _____

Date: _____

APPLICANT'S STATEMENT

I certify that the answers I have given on this application and other documents related to my application for employment 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 School District.

I understand, acknowledge and agree that no offer of employment is valid or binding until it has been formally approved by the School Board and that until such approval occurs the School District shall not be liable for my reliance on any oral or written offers of employment made to me.

In connection with this application, I hereby authorize any and all of my 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 the School District 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 the School District 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 the School District and all of my current and former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said School District, current and former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Printed Full Name of Applicant: _____

Signature of Applicant: _____

Date: _____