

APPLICATION FOR EMPLOYMENT

St. Clair Public School, I.S.D. 75



DATE: _____ POSITION APPLYING FOR: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

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

If required by the employer, will you undergo a pre-employment physical? _____ Yes _____ No

Are you physically able to perform the job you are applying for? _____ Yes _____ No

Briefly describe the skills you possess that make you a choice candidate for this position:

EDUCATION HISTORY

School	Name of School	Course of Study	Number of Yrs. Completed	Did you Graduate? Y or N	Degree Or Diploma
College					
High School					
Elementary					
Other					

PERSONAL REFERENCES (other than employers or relatives)

1) Name: _____ Phone: _____

Address: _____

2) Name: _____ Phone: _____

Address: _____

PROFESSIONAL REFERENCES

1) Name: _____ Phone: _____

Address: _____

2) Name: _____ Phone: _____

Address: _____

Company:	Telephone ()
Address:	Employment dates (Month & Year) From: To:
Position title & list of primary responsibilities:	Reason for leaving: Name of Supervisor: May we contact this employer?
Company:	Telephone ()
Address:	Employment dates (Month & Year) From: To:
Position title & list of primary responsibilities:	Reason for leaving: Name of Supervisor: May we contact this employer?
Company:	Telephone ()
Address:	Employment dates (Month & Year) From: To:
Position title & list of primary responsibilities:	Reason for leaving: Name of Supervisor: May we contact this employer?

Have you ever been convicted of a felony or a gross misdemeanor? _____ Yes _____ No

Conviction of a crime is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

According to MN Statutes 123B.03 we are required to request a criminal background check for all individuals "who are offered employment in the school." Employment may be terminated based on the results of the background check.

This application is current for 1 (one) year. At the conclusion of this time, if the applicant has not heard from the Employer and still wishes to be considered for employment, it will be necessary for him/her to fill out a new application.

I certify that all of the foregoing statements are true and complete to the best of my knowledge and belief. I understand that false or misleading information constitutes grounds for discharge. I authorize verification of information contained in this application.

Date _____ Signature _____

VETERAN'S PREFERENCE: If you are a veteran or the spouse of a deceased or disabled veteran and wish to claim veteran's preference, you must present a legible photo copy of your DD214 to the Personnel Director. If your claim is approved and you have received a passing score on the hiring point system, five veteran preference points will be added to your total score or ten veteran preference points will be added if you are a disabled veteran.

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER