

IMPORTANT: To have a valid application for a vacant position, a letter indicating interest in Employment and (for TEACHERS, a resume) must accompany a fully completed Employment Application Form. Prior to interviewing or employment, other documentation may also be requested by the District or be required by law.

Employment Application Form

Tri-County Public School District

Independent School District #2358
 303 Pembina Trail South P.O. Box 178
 Karlstad, Minnesota 56732
 District Office: (218) 436 – 2261
 (218) 436 – 2263 (Fax)

Web site: tricity.k12.mn.us

The Tri-County Public School District ISD #2358 is an equal opportunity employer. Selection of applicants will be made without reference to race, color, religion, sex, age, national origin, disability, economic or marital status.



Home of the Northern Freeze

Name: (Last) _____ First _____ MI _____

Other name(s) under which you were employed: Name: (Last) _____ First _____ MI _____

Street Address _____ City _____ State _____ ZIP _____

(_____) _____ Telephone _____ Social Security Number (if employed) _____

Employment position for which you are applying: _____

Degree	School Address Attended	Dates: From/To	Date of Graduation	Diploma Received	Area(s) Licensed
High School Diploma					X
Post Secondary School Attended					
Post Secondary School Attended					

Are you legally eligible for employment in the United States? _____ YES _____ NO

- **SCHOOL BOARD POLICY:** Applicants are advised that all the facilities of the Tri-County School District are tobacco drug and alcohol free.
- **STATE LAW:** Public School Districts must obtain a state criminal history background check from at minimum, the Minnesota Bureau of Criminal Apprehension (BCA) on all individuals who are offered employment.
- **FEDERAL LAW** requires that school districts conduct pre-employment drug testing for all bus drivers before they begin driving. Random drug testing for bus drivers will continue throughout employment.

Have you ever had a teaching license revoked or suspended? _____ YES _____ NO

Have you ever been convicted of a felony? _____ YES _____ NO

Have you been convicted of an offense involving sexual molestation, physical or sexual abuse? ____ YES ____ NO

I hereby affirm that all the information provided by me on this application is true and complete without significant omission of any kind. I understand that any misrepresentation or significant omission may disqualify me from future consideration from service and may be considered justification for dismissal if discovered at a later date.

I authorize the School District or its representatives, to make such investigations which include but are not limited to: information regarding criminal convictions, legal matters, driving records, previous employment, educational background, personal references and other appropriate areas as may be necessary to arrive at an employment decision. I hereby release employers, schools, and persons from all liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given in my application and / or interview(s) may result in discharge. I understand also, that I am required to abide by all rules, policies, and regulations of the School District.

Signature _____

Date _____

Employment Experience

List each job held. Start with your most recent employment. You may wish to include military service assignments or volunteer activities.

Employer:	Start Date	End Date	Description of Work Performed:
Address:	Starting Salary/Wage	Ending Salary / Wage	
Job Title:			
Supervisor:	Phone # ()		
Reason for Leaving:			

Employer:	Starting Date	End Date	Description of Work Performed:
Address:	Starting Salary/Wage	Ending Salary / Wage	
Job Title:			
Supervisor:	Phone # ()		
Reason for Leaving:			

Employer:	Starting Date	End Date	Description of Work Performed:
Address:	Starting Salary/Wage	Ending Salary / Wage	
Job Title:			
Supervisor:	Phone # ()		
Reason for Leaving:			

If you need additional space, please continue on a separate sheet of paper.

Summarize Special Skills and Qualifications acquired from employment or other experience: _____

