

Employment Application



<https://tricity.k12.mn.us/>

Teacher Applicants Submit:

- Letter of interest
- Resume
- 3 letters of reference
- Copy of Transcripts & Licensure

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, sexual orientation, economic or marital status.

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email: _____

Position Applying For: _____
(Submit a separate application for each position.)

EDUCATION:

	School Name	From / To	Date of Completion	Degree Received
High School Diploma				
Post Secondary School Attended				
Post Secondary School Attended				
Post Secondary School Attended				
Post Secondary School Attended				

WORK EXPERIENCE: *Please list the most recent employer first. List all employment.*

Employer #1:

Company:	City:	State:
Supervisor:	Phone & Email:	Employment Dates: _____ - _____
Duties:		
Reason for Leaving:		
Job Title:		

Employer #2:

Company:	City:	State:
Supervisor:	Phone & Email:	Employment Dates: _____ - _____
Duties:		
Reason for Leaving:		
Job Title:		

Employer #3:

Company:	City:	State:
Supervisor:	Phone & Email:	Employment Dates: _____ - _____
Duties:		
Reason for Leaving:		
Job Title:		

Employer #4:

Company:	City:	State:
Supervisor:	Phone & Email:	Employment Dates: _____ - _____
Duties:		
Reason for Leaving:		
Job Title:		

Employer #5:

Company:	City:	State:
Supervisor:	Phone & Email:	Employment Dates: _____ - _____
Duties:		
Reason for Leaving:		
Job Title:		

Employer #6:

Company:	City:	State:
Supervisor:	Phone & Email:	Employment Dates: _____ - _____
Duties:		
Reason for Leaving:		
Job Title:		

FOR TEACHER POSITION APPLICANTS ONLY:

Do you hold a Minnesota Teaching License? Yes No No, license application has been submitted

Minnesota License File Folder # _____

List Areas of Current Licensure:

List Other Certifications or Qualifications:

BACKGROUND:

- **SCHOOL BOARD POLICY:** Applicants are advised that all the facilities of the Greenbush Middle River School District are tobacco free.
- **STATE LAW:** School Districts must obtain a state criminal history background check from 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.

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

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

If yes, provide explanation here:

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

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

- Background checks are mandatory for all Tri-County employees. Certain serious crime convictions may disqualify you from being employed at Tri-County Schools. Please note, traffic citations and more misdemeanors are not considered serious crimes. Explain any convictions here:

REFERENCES: *List three professional references that can speak to your work ethic and experience. Do not include family members.*

Reference #1

Name	
Current Position & Company	
Phone Number	
Email Address	
Reference Description	Describe in one sentence how you know or have worked with this person, where, when and for how long.

Reference #2

Name	
Current Position & Company	

Phone Number	
Email Address	
Reference Description	Describe in one sentence how you know or have worked with this person, where, when and for how long.

Reference #3

Name	
Current Position & Company	
Phone Number	
Email Address	
Reference Description	Describe in one sentence how you know or have worked with this person, where, when and for how long.

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 District or its representatives to make such investigations and inquires of my employment, and other related matters as may be necessary in arriving 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.

Applicant Signature

Date

Tri County Public School District - ISD 2358
303 Pembina Trail
PO Box 178
Karlstad, MN 56723
(218) 436 - 2261

AFFIDAVIT AND DISCLAIMER

I authorize the Tri County School ISD 2358 to conduct a background investigation as part of the application process. Such investigation may include, but shall not be limited to information regarding criminal convictions; legal matters, driving records, previous employment, educational background, personal references, and other appropriate areas.

I release the Tri County School ISD 2358 and its representatives, and reference sources, from any and all liability related to the release or use of information utilized in the search and selection process.

All statements on this application are true and accurate. Any false and misleading information given on this application or during the selection process shall constitute grounds not to hire, or if hired, shall serve as adequate grounds for dismissal.

Applicant Signature

Date

Return application by:

Mail	In-Person Drop Off*	FAX:	Email:
Tri-County Schools	District Office	218-436-2263	lartar@tricity.k12.mn.us
P.O. Box 178	303 Pembina Trail S		
Karlstad, MN 56732	Karlstad, MN 56732		