

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.

Name: (Last) First MI

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

Street Address City State ZIP

() Telephone



Home of the Northern Freeze

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					
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:			
Job Title:			
Supervisor:	Phone # ()		
Reason for Leaving:			

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

Employer:	Starting Date	End Date	Description of Work Performed:
Address:			
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: _____

Equal Employment Opportunity Information

Providing Equal Employment Opportunity Information is Optional

Please check appropriate box(es)

Gender: Male Female

Which racial / ethnic group to you identify?

Asian or Pacific Islander Hispanic

African American (Black) Caucasian
(White)

American Indian or Alaskan Native

Other _____

Disability status: An individual with a disability is a person who (1) has a physical, sensory, or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

Do you claim disability status? Yes No

If you need reasonable accommodation, please specify type of accommodation needed. _____

Veterans Preference

Providing Equal Veterans Preference Information is Optional

You may be required to provide proof of the Veterans Preference you claim before you are hired.

General: *To qualify for Veterans Preference, you must meet all of the following:*

- 1) Have separated under honorable conditions from any branch of the arm forces of the United States
- 2) Have served on active duty for 181 consecutive days or more OR for the full period ordered to active duty OR have separated by reason of disability incurred while serving on active duty.
- 3) Be a United States citizen OR resident alien.

If you meet all of the above, check the appropriate box(es) below:

I am a non-disabled veteran.

I am a disabled veteran with a currently existing, compensable, service-connected disability as judged by the U.S. Veteran's Administration or by the retirement Board of the Branches of the U.S. Armed Forces.

I am the widow / widower (not remarried) of a deceased veteran.

I am the spouse of a disabled veteran who is unable to qualify because of a disability.

AFFIDAVIT AND DISCLAIMER

I authorize the Tri-County Public School District 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 Public School District 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.

Signature



Date

Return To:

Tri-County Public School District
303 Pembina Trail South
P.O. Box 178
Karlstad, Minnesota 56732

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