

EMPLOYMENT APPLICATION FORM

Montevideo Public Schools

2001 William Avenue
Montevideo, MN 56265
(320) 269-8833

1. **Personal Information:**

_____ Date

Last Name	First Name	Middle Initial
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Permanent Address	Street	City	State/Zip	Phone
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Current Address	Street	City	State/Zip	Phone
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2. **Availability:**

For what position are you applying? _____

Availability Date: _____

3. **Education and Training:**

High School/Post High School - Include City & State	Program Completed
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_____	_____
_____	_____
_____	_____

State or other certificate(s) or license(s) held: _____

Additional relevant training (use extra sheet if necessary): _____

VETERAN STATUS

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's Preference Points? Yes _____ No _____

Do you wish to claim Veteran's Preference Points? Yes _____ No _____

If you have checked yes, you must provide the School District with a copy of your DD214 form before the preference points will be granted.

If you are a disabled veteran or otherwise entitled to claim disabled veterans preference points and wish to claim such additional points, please check here. _____

We are asking you to provide certain private and/or confidential information about yourself. This information will be used to determine your qualifications for the job. You are not legally required to complete all the information, but not doing so may hurt your employment chances. This information will be shared with those people involved with the hiring process.

4. EXPERIENCE

Please furnish information in sufficient detail to enable the Board of Directors to determine your qualifications for the position(s) available. Start with your PRESENT POSITION, if any, and work back.

If you were employed under a name other than the one used on this application, please indicate it under "Other Name."

Use continuation sheet in this same format if necessary.

Are you presently employed? _____

May inquiry be made of your present employer? _____

A. Date of employment _____ Starting Salary _____ Ending _____

Name and address of employer: _____

_____ Telephone _____

Name and position of immediate supervisor: _____

Address & Phone (if different from above) _____

Title of your position: _____

Description of your work: _____

_____ Other Name: _____

Reason for Leaving: _____

B. Date of employment _____ Starting Salary _____ Ending _____

Name and address of employer: _____

_____ Telephone _____

Name and position of immediate supervisor: _____

Address & phone (if different from above) _____

Title of your position: _____

Description of your work: _____

_____ Other Name: _____

Reason for Leaving: _____

C. Date of employment _____ Starting Salary _____ Ending _____

Name and address of employer: _____

_____ Telephone _____

Name and position of immediate supervisor: _____

Address & phone (if different from above) _____

Title of your position: _____

Description of your work: _____

_____ Other Name: _____

Reason for Leaving: _____

D. Date of employment _____ Starting Salary _____ Ending _____

Name and address of employer: _____

_____ Telephone _____

Name and position of immediate supervisor: _____

Address & phone (if different from above) _____

Title of your position: _____

Description of your work: _____

_____ Other Name: _____

Reason for Leaving: _____

E. Date of employment _____ Starting Salary _____ Ending _____

Name and address of employer: _____

_____ Telephone _____

Name and position of immediate supervisor: _____

Address & phone (if different from above) _____

Title of your position: _____

Description of your work: _____

_____ Other Name: _____

Reason for Leaving: _____

5. **Personal Statement**

On a separate sheet, describe the contribution you hope to make as an employee of our school district, and how your education and work experience have helped prepare you to make this contribution. Elaborate on any special qualifications you have for this position. Please limit this essay to one page.

6. **References**

List two to four people, other than relatives, with definite knowledge of your ability and character, who we may contact concerning your application.

NAME

ADDRESS

WORK TELEPHONE

7. **Criminal Background Information**

The School District will conduct a criminal background check on individuals upon making a contingent job offer. No offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the School District, and approval by the School Board.

CERTIFICATION, ACKNOWLEDGMENT AND RELEASE

“I certify that the answers I have given on this application 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 District. I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the School Board and that until such approval that the School District shall not be liable for any reliance on any oral or written offers of employment made to me. In connection with this application, I hereby authorize any and all former employers and references named in this application, or any agent of such a former employer, to release to Independent School District No. 129 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 Independent School District No. 129 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 Independent School District No. 129 and all former employers and references listed herein and any and all agents acting on behalf of said District, former employers or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Signature

Date

AN EQUAL OPPORTUNITY & NON-DISCRIMINATORY EMPLOYER