

Application for Employment Classified Staff

MAWSECO Meeker & Wright Special Education Cooperative District #938-52

Please return this application and any supporting documents to:
Meeker & Wright Special Education CoOp #938-52
720 9th Avenue
P.O. Box 1010
Howard Lake, MN 55349
Phone: 320-543-1122 Fax: 320-543-1121
Email: jhoff@mawseco.k12.mn.us

For Office Use Only
Date Received: _____

***The Mission of the Cooperative is to provide Quality Special Education
•Leadership •Services and •Support***

- We appreciate your interest in becoming part of the staff of Meeker & Wright Special Education Cooperative or our member districts. As a benefit to you and interested school administrators, this application and supporting documents will also be made available in the original or copy format to our school districts. If you wish this application to be used only by MAWSECO, please indicate on the line _____
- MAWSECO is an Equal Opportunity Employer.
- If you are a Veteran and wish to claim Veteran Preference Points, indicate here _____.
- **Please print in black ink or type all requested information even if included in supporting documents.
Your resume' and other documents may be added.**

Position(s) for which you are applying: _____

Date available to begin employment: _____

Personal Information

Name: _____
First Last

Address: _____ Until: _____
Street City/State Zip Code

Permanent Address: _____
(If Different) Street City/State Zip Code

Phone Number: Home: _____ Permanent: _____ Work: _____
(Optional)

Email Address: _____

Employment History

List your last four (4) employees, major assignments, military service and/or volunteer activities starting with the most recent. Explain any gaps in employment in the comments section below.

Employer:		Dates of Employment:	Duties:
Address:		From:	
Job Title:		To:	
Immediate Supervisor and Title:	Phone Number:	Hours/Day	
Reason(s) for Leaving:		Days/Year	May we contact for reference?
Employer:		Dates of Employment:	Duties:
Address:		From:	
Job Title:		To:	
Immediate Supervisor and Title:	Phone Number:	Hours/Day	
Reason(s) for Leaving:		Days/Year	May we contact for reference?
Employer:		Dates of Employment:	Duties:
Address:		From:	
Job Title:		To:	
Immediate Supervisor and Title:	Phone Number:	Hours/Day	
Reason(s) for Leaving:		Days/Year	May we contact for reference?
Employer:		Dates of Employment:	Duties:
Address:		From:	
Job Title:		To:	
Immediate Supervisor and Title:	Phone Number:	Hours/Day	
Reason(s) for Leaving:		Days/Year	May we contact for reference?

Comments:

Educational Background

Institution and Location	No. of Years Completed	Diploma/ Degree	Major	Minor

References

List three businesses/work references who are not related to you. In addition, you may list personal or peer references.

Name	Title	Telephone	Years Known

Special Skills, Honors & Interests

Please feel free to share any comments about your skills, honors, interests, or experiences that might add to your qualifications for employment within a school or office setting. (Please exclude any information which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status.)

Please list your computer/software experience:

Vision Statement

Please express your vision of education and its relationship to learners with disabilities, their families and the community. (Use separate sheet if necessary.)

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Significant Experience

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Agreements

I give the employing agencies the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employing agency and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I certify that all statements made on this application are true, complete and correct to the best of my knowledge. I understand my statements are subject to verification and that falsification on this application will disqualify me from employment or result in dismissal.

Applicant's Signature

Date _____

Applicant: EEO/AA Data Sheet

In compliance with Minnesota law the Meeker and Wright Special Education Cooperative (MAWSECO) #938 will not discriminate against any employee or applicant for employment because of:

Race, creed, color, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance.

The Meeker and Wright Special Education Cooperative (MAWSECO) #938 will take affirmative action to employ and advance in employment qualified minority, female and disabled employees and applicants and to ensure that all employment practices are free of discrimination.

The complete Affirmative Action Plan is available for inspection upon request to employees and applicants for employment by contacting the Director of EEO/AA Coordinator, at the Meeker and Wright Special Education Cooperative Central Office, P.O. Box 1010, Howard Lake, MN 55349 or call 320-543-4606.

Please fill out the information requested below and return along with your application. It will be used for state affirmative action reporting only. This form will be separated from the application materials before reviewal and sent to the EEO/AA Coordinator.

NOTE: Please indicate sex, minority, non-minority and disability status in the job category hired.

APPLICANTS HIRED																
Job Category	ALL INDIVIDUALS				MINORITY AND DISABLED											
	MALE	FEMALE	NON-MINORITY	MINORITY	MALE					FEMALE						
					Black	Hispanic	American Indian/ Alaskan Native	Asian/ Pacific Islander	Disabled	Black	Hispanic	American Indian/ Alaskan Native	Asian/ Pacific Islander	Disabled		
MANAGER: (Administrative Staff)																
PROFESSIONAL: (Certified Staff)																
TECHNICAL: (Brailist, COTA/PTA, Interpreter, Paraprofessional)																
OFFICE/CLERICAL: (Secretarial Staff)																
SERVICE WORKERS: (Custodial Staff)																

Applicant EEO AA Data Sheet