

**INDEPENDENT SCHOOL DISTRICT NO. 32  
BLACKDUCK PUBLIC SCHOOL**

**EMPLOYMENT APPLICATION**

**I. DATA PRIVACY NOTICE**

The information requested on this application may be used by the School District in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the School District being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the School District may be unable to provide the necessary accommodations if you do not provide the requested information. The information on the application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the School District without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

**II. POSITION DESIRED**

Title of position for which you are applying: \_\_\_\_\_

Date available to begin employment: \_\_\_\_\_

**III. PERSONAL DATA**

Name: \_\_\_\_\_  
Last First Middle

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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#### IV. WORK / VOLUNTEER EXPERIENCE

List your work experience for the past 10 years and the names and phone numbers of supervisors who would be willing to give you a reference:

<u>Year(s)</u>	<u>Place worked</u>	<u>Job held</u>	<u>Supervisor</u>	<u>Phone</u>

(Attach additional sheets if necessary)

Would you consider part-time work? \_\_\_\_\_ Yes \_\_\_\_\_ No

Would you like to be placed on the list to be considered for substitute work, if there are no vacancies in your area? \_\_\_\_\_ Yes \_\_\_\_\_ No

#### **Custodial Applicants Only:**

Would you be willing to work nights? \_\_\_\_\_ Weekends? \_\_\_\_\_ Holidays? \_\_\_\_\_

Briefly describe your skills in doing minor electrical, plumbing, carpentry, and general repairs: \_\_\_\_\_

\_\_\_\_\_

This position requires lifting, climbing, working from a ladder, etc. Would this be a problem for you? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

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**Clerical Applicants Only:**

Indicate below specific experience you have had:

**Check Here**

**Experience**

\_\_\_\_\_ General Secretarial \_\_\_\_\_

\_\_\_\_\_ Word Processing/Computer \_\_\_\_\_

\_\_\_\_\_ Bookkeeping \_\_\_\_\_

\_\_\_\_\_ Computer Programs Used \_\_\_\_\_

\_\_\_\_\_ E-Mail / Internet \_\_\_\_\_

**Food Service Applicants Only:**

This position requires lifting. Would this be a problem for you? \_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

**Paraprofessional Applicants Only:**

What prior experience do you have supervising groups of children / students?

\_\_\_\_\_  
\_\_\_\_\_

Check the following activities, which you feel confident in doing:

\_\_\_\_\_ reading stories

\_\_\_\_\_ reading / grammar skills

\_\_\_\_\_ math skills

\_\_\_\_\_ working with behavior problem students

\_\_\_\_\_ other: \_\_\_\_\_

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**All Applicants:**

State any experience or skill that would enhance your ability to perform this job:

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Explain why you would like this position with the Blackduck School District:

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Other comments you wish to add in support of your application for this type of position:

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**V. 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 Veterans Preference Points? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you are a disabled veteran and wish to claim additional points, please check here

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*If you are a veteran or a spouse of a deceased or disabled veteran and wish to claim veteran's preference, you must present a legible photocopy of your DD214 to the Superintendent. If your claim is approved, five or ten additional points will be added to your passing score.*

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## VI. EDUCATION

Include high school and any additional education/courses taken. List most recent first.

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Degree/Diploma Received: \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Degree/Diploma Received: \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Degree/Diploma Received: \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

List/describe any other training and /or experience relevant to the position for which you are applying:

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## VII. LICENSURE

List current licenses, registrations, or certificates relevant to the position for which you are applying.

<u>License/No.</u>	<u>Issued By</u>	<u>Date</u>	<u>Expiration</u>

*All applicable licenses or certifications must be received in the Superintendent's office prior to employment.*

## VIII. REFERENCES

These should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors, or heads of departments under whom you have worked. Indicate any who are related to you. The School District reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references below.

Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Phone# \_\_\_\_\_ Title: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Phone# \_\_\_\_\_ Title: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Phone# \_\_\_\_\_ Title: \_\_\_\_\_

**IX. CRIMINAL BACKGROUND INFORMATION**

Have you ever been charged with a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain the nature of the charge and circumstances.

\_\_\_\_\_

*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 the 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.*

**X. 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.

In connection with this application I hereby authorize any and all former employers and references named in the application, or any agent of such a former employer, to release my job performance and 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. 32 and all former employers and references listed herein and any and all agents acting on behalf of said District, former employers of reference, for any and all liability of whatever nature by reason of requesting or providing such information.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Do Not Print)

*Independent School District No. 32 is a smoke/tobacco free environment. Use of tobacco products in school buildings or on school grounds at any time is prohibited. Your signature above indicates your knowledge of the policy and your willingness to abide by it.*

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