



Annandale Public School District 876

APPLICATION FOR EMPLOYMENT FOR LICENSED POSITIONS

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status. Annandale Public Schools does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Last Name	First Name	Middle Name
Street Address	City	State
		Zip

Home Phone number:	MN License Number	TRA Number
Cell Phone Number:		

Email Address: _____

What position(s) are you applying for: _____ Date of Application: _____

Have you ever filed an application with us before? Yes No

If yes, date of application: _____

Have you ever been employed with us before? Yes No

If yes, dates of employment: _____

Are you currently employed? Yes No

May we contact your present and previous employers? Yes No

Are you prevented from lawfully being employed in this country because of visa or immigration status? (*Proof of citizenship or immigration status will be required upon employment*). Yes No

On what date would you be available for work? _____

Are you available to work full-time or part-time? _____

Educational and Professional Training

Name of School Attended	Location	GPA	Major(s)	Minor(s)	Diploma or Degree

Number of Graduate Teaching Credits earned as of today's date: _____

Special Training, Internships or other Educational Experiences

Subject	Sponsor and Location	Number of Hours	Beginning Date	End Date

Teaching Licenses

Do you hold a valid Minnesota teacher's license to teach the subject or grade for which you have applied?

Yes No

If the answer is no, please explain: _____

Licensure:

Subject or grade qualified to teach	License or Certification	Check if major	Check if minor	Date of Expiration

Extracurricular Employment Experience

Job Title	School/Location	Work Performed	Start Date	End Date

Why are you applying at Annandale Public Schools? _____

Teaching Employment Experience

Start with your present or last job. Include any job-related military-service assignments. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Omit the dates of employment if the employment occurred more than five years ago.

School/Institution: _____

Address: _____ Phone Number: _____

Grades Taught: _____

Work Performed: _____

Supervisor/Principal: _____ Full-time, Part-time or Substituting: _____

Start Date: _____ End Date: _____

Reason for leaving: _____

School/Institution: _____

Address: _____ Phone Number: _____

Grades Taught: _____

Work Performed: _____

Supervisor/Principal: _____ Full-time, Part-time or Substituting: _____

Start Date: _____ End Date: _____

Reason for leaving: _____

School/Institution: _____

Address: _____ Phone Number: _____

Grades Taught: _____

Work Performed: _____

Supervisor/Principal: _____ Full-time, Part-time or Substituting: _____

Start Date: _____ End Date: _____

Reason for leaving: _____

How did you hear about Annandale Public Schools? _____

References:

Name	Phone Number	Employer	Work Address	Position

Pursuant to M.S.15.165 you are advised that the purpose of the information you have been asked to provide 1). Accurately identifies you as an applicant and 2). Judge your eligibility and qualifications for a position with Annandale Public Schools. Any private or confidential information provided in this application shall be used only for these purposes. In the event you are employed by Annandale School, your name will appear on the school board agenda, a public document.

Typically, interviews are not scheduled until appropriate vacancies are identified or anticipated. Applications are retained for two years. If this is a general application rather than in response to a specific posting, applicants are responsible for contacting the Human Resources Department to reactivate this application.

VETERANS' PREFERENCE: If you are a veteran and wish to claim veterans' preference, you must present a legible photocopy of your DD214 to the Human Resources Department. The statute requires that a veteran who passes the test has a right to request veterans' preference points. In order to qualify, a veteran must show evidence of honorable discharge from the military service or in the case of a disabled veteran, must show he or she is entitled to disability compensation for a permanent service-connected disability rated at 50 percent or more. If your claim is approved, five or ten additional points will be added to your final passing score.

In accordance with the requirements of the Veterans' Preference Act, Annandale Public Schools requests the following information:

1. Are you a veteran? Yes No
2. If yes, please provide your service number: _____
3. If yes, please state your discharge status as noted on the Department of Defence Form 214: _____

Applicant's Statement

I certify that answers given here are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application, resume' or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

**Annandale Public School ISD 876
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Fax: (320) 274-5978**