

Runestone Area Education District

700 Northside Dr. NE
Alexandria, MN 56308

2010

APPLICATION FOR NON-CERTIFIED PERSONNEL

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 this 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.

P E R S O N A L	Last Name First	Current Date
	Street Address	Home Telephone
	City, State, Zip	Work Telephone
	Position Desired: ___ Bus Driver ___ Food Service ___ Secretarial ___ Paraprofessional ___ Custodial ___ Substitute (List Position _____) ___ Other (_____)	Social Security Number
	Are you legally eligible for employment in the United States?	When will you be available to begin work:
	Do you have any special needs, which may necessitate accommodations in the application/interview process? Yes _____ No _____ If yes, please describe the type of accommodation requested: _____ _____	

E D U C A T I O N	SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETE	DID YOU GRADUATE
	Elementary				
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
	Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No

L I S T A L L E M P L O Y M E N T	Company Name	Telephone
	Address	Dates of Employment
	Job title and Duties Performed by you:	Name of Supervisor
	Company Name	Telephone
	Address	Dates of Employment
	Job Title and Duties Performed by you:	Name of Supervisor
	Company Name	Telephone
	Address	Dates of Employment
	Job Title and Duties Performed by you:	Name of Supervisor

(If additional space is needed for listing job employment, please attach a separate sheet of paper)

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 listed below.

Name of Reference: _____

Address: _____

Phone Number: _____ Title: _____

Name of Reference: _____

Address: _____

Phone Number: _____ Title: _____

Name of Reference: _____

Address: _____

Phone Number: _____ Title: _____

What skills, abilities or work habits do you possess which makes you well suited for this position?

Criminal Background Information

Have you ever been convicted or charges with a misdemeanor or a felony (Local, State, or Federal)? Yes No

If so, the specific crime convicted of, the sentence, a description of the circumstances, date of conviction, state, city, and county where convicted.

Legislation was enacted during the 1995 legislative session that requires School Districts to request a criminal history background check on all individuals who are offered employment in the school. A fee will be charged to all individuals who are offered employment in the school system. Employment will be based on the results of the background check.

Veterans Status

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veterans 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 _____.

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 this application, or any agent of such a former employer, to release to Runestone Area Education District #61-6014 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 the Runestone Area Education District #61-6014 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 Runestone Area Education District #61-6014 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.

All statements contained in this application are considered a part of the contract if the applicant is selected. Selection of all employees shall be by the action of the Board of Education upon recommendation of the Superintendent of Schools without regard for race, color, sex or creed.

Date

Applicants Signature