



Application for Employment

Non Certified Staff

Mountain Lake ISD #173
450 12th Street
Mt. Lake MN 56159

507 427 2323 phone
507 427 3047 fax

APPLICANT INFORMATION

Date: _____

Last name: _____ First name: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____ e-mail address: _____

What position(s) do you prefer to work?

- Secretary Custodian Paraprofessional
 Preschool Elementary High School
 Other _____

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

Have you ever been employed with us before? Yes No

EDUCATIONAL EXPERIENCE

High School: _____ Graduation date: _____

Technical/Trade School: _____ Dates: _____

Major/Minor: _____ Degree: _____

College: _____ Dates: _____

Major/Minor: _____ Degree: _____

Graduate School(s): _____ Dates: _____

Major/Minor: _____ Degree: _____

Other Training: _____ Dates: _____

Major/Minor: _____ Degree: _____

WORK EXPERIENCE

Employer: _____ Supervisor: _____

Position: _____ Dates: _____ Full-Time: ____ Part-Time: ____

Telephone: _____ E-mail: _____

Employer: _____ Supervisor: _____

Position: _____ Dates: _____ Full-Time: ____ Part-Time: ____

Telephone: _____ E-mail: _____

Employer: _____ Supervisor: _____

Position: _____ Dates: _____ Full-Time: ____ Part-Time: ____

Telephone: _____ E-mail: _____

REFERENCES

Please identify three people who are familiar with your current level of preparation for the type of position you are now seeking:

Name	E-mail address	Phone #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

ADDITIONAL INFORMATION

Why do you want to work for ISD #173? _____

State any additional information you believe will be helpful to us as we consider your application.

GENERAL BACKGROUND INFORMATION

Were you ever convicted of a criminal offense? Yes * No

Are you currently under charges for a criminal offense? Yes * No

Within the past 10 years, have you been discharged from a job? Yes * No

Within the past 10 years, have you been ask to resign from a job? Yes * No

Have you even been professionally disciplined in any state? Yes * No

Are you subject to any visa or immigration status that could prevent your lawful employment?
 Yes * No

* If you answered “Yes” to any of the questions above please provide a detailed explanation on a separate sheet of paper (include dates, and attaché it with this application).

The Mt. Lake School District periodically receives requests from other organizations or local employers to refer applicants for employment. Do you grant permission for us to release your application for this purpose? Yes No

APPLICANT SIGNATURE

I hereby certify that the statements herein and all other information submitted, as a part of my application is true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or significant omissions shall, at the direction of the school board, be grounds to disqualify my application or dismiss me from employment. I authorize the Mt. Lake School District to process my application for employment by verifying application information, obtaining other relevant information and opinions regarding my qualifications, and checking references with present and formers employers, schools, colleges and individuals. I hereby release the Mt. Lake School District, its employees, its representatives and such individuals or organizations from all liability or damage whatsoever incurred in obtaining or furnishing such information. The Mt. Lake School District is hereby authorized to access private data in accordance with Minnesota Statute Chapter 148A, if applicable.

Date

Signature

Date available for work: _____

ISD #173 is an equal opportunity employer.