

Swanville Public School District, Independent School District #486

PO Box 98
Swanville, MN 56382
(320) 547-5100

ISD #486 is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis, including race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, and age.

Non-Licensed Personnel Employment Application

1. Personal Information: Date: _____ Social Security No. _____

Name: _____
(Last) (First) (Middle)

Present Address: _____
(Street) (City) (State) (ZIP)

Telephone No. _____ E-mail Address: _____

Are you legally eligible for employment in the United States?

Yes ___ No ___ (In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required eligibility verification document form upon hire)

Are you 18 years of age or older? Yes ___ No ___

Have you previously held any positions with this District? _____ If yes, when were you employed and what was your position? _____

Have you ever been employed or worked outside of Minnesota? Yes ___ No ___

Have you ever resided outside of Minnesota? Yes ___ No ___

Have you ever attended college or any school outside of Minnesota? Yes ___
No ___

2. Position and Availability

For what position are you applying: _____

Availability Date to Begin Work if hired: _____

3. Education and Training (A High School Diploma or GED is required for all employees)

High School	Address	Degree/Graduation

College(s) Tech School(s)	Address	Major(s)/Minor(s) (if applicable)	Degree/Graduation

Any certificate(s) or special license(s) held: _____

Areas of certification you have applied for but not yet received: _____

Additional relevant training or experience (use extra sheet if necessary): _____

4. Work/Volunteer Experience

List all work experience, whether or not relevant to this position, most recent employers first:

Are you presently employed, and if so, where? _____

May we contact your present employer? Yes ___ No ___

Dates of Employment: _____

Employer Name: _____

Employer Address: _____

Job Title: _____ Salary: _____

Description of your duties: _____

Did you go by any other names (if so, what name): _____

Reason for leaving: _____

Dates of Employment: _____

Employer Name: _____

Employer Address: _____

Job Title: _____ Salary: _____

Description of your duties: _____

Did you go by any other names (if so, what name): _____

Reason for leaving: _____

Dates of Employment: _____

Employer Name: _____

Employer Address: _____

Job Title: _____ Salary: _____

Description of your duties: _____

Did you go by any other names (if so, what name): _____

Reason for leaving: _____

5. 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 Veteran's Preference Points? Yes ____ No ____

Proof of applicable military status/eligibility, such as a DD214 form, will be required in order to claim credits. Please attach DD214 form or forward it within five (5) business days.

6. References

List at least three people, other than relatives, with knowledge of your ability and character, who we may contact concerning your application:

Name	Address	Telephone	Relationship to Applicant
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Criminal Background Information

Have you ever been convicted of or charged with a misdemeanor or a felony?

Yes ____ No ____

(Note: conviction/charge will not necessarily disqualify you from employment)

If yes, please explain the nature and circumstances of the charge: _____

Were you convicted and/or did you plead guilty? Yes ____ No ____

Give the date, city, state, and county where convicted: _____

The District will conduct a criminal background check on individuals upon making a contingent job offer. No offer of employment shall become final until receipt of the results of the criminal background check, the content of which is acceptable to the District. The District reserves the right to implement background checks beyond the BCA check when evidence supports the need for a more comprehensive check that includes out of state information.

In addition, the District will require all job applicants to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for the same position.

8. Certification, Acknowledgement and Release

I hereby 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, and 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.

I understand, acknowledge and agree that no offer of employment is valid or binding until it is approved by the School Board and that, until such approval, the District shall not be liable for any reliance of any oral or written offers of employment made to me.

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 Independent School District No. 486 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 Independent School District No. 486 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 Independent School District No. 486 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.

Signature

Date