



APPLICATION FOR EMPLOYMENT

Date: _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Present Address: _____
Street City State Zipcode

Home Phone Number: (____) _____ Mobile Phone Number: (____) _____

Do you have a family member employed by St. Mary's? No Yes: _____

Do you have a family member on the St. Mary's school board? No Yes: _____

How did you hear about this position? Newspaper Website Facebook Person: _____

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____

Are you currently employed? No Yes Can we contact your employer? Yes No

Have you applied to St Mary's before? No Yes, When: _____

EDUCATION

Highest degree attained: B.A./B.S. M.A/M.S. M.Ed. Ed.S. Ph.D./Ed.D. Other: _____

School Name	Location	Graduated		Major	GPA
		Date	No		

List any special training: _____

List any activities, research work, etc.: _____

Military Experience: _____

EMPLOYMENT HISTORY

Date Month & Year	Employer	Other Information
From	Name:	Position:
	Address:	Supervisor Name:
To	City, State, Zip:	Reason for Leaving:
	Phone:	
Description of duties:		

Date Month & Year	Employer	Other Information
From	Name:	Position:
	Address:	Supervisor Name:
To	City, State, Zip:	Reason for Leaving:
	Phone:	
Description of duties:		

Date Month & Year	Employer	Other Information
From	Name:	Position:
	Address:	Supervisor Name:
To	City, State, Zip:	Reason for Leaving:
	Phone:	
Description of duties:		

REFERENCES

Give the names of three persons not related to you, whom you have known at least one year. One recommendation from a clergy would be preferred.

Name	Phone	Email Address	Years Acquainted
1.			
2.			
3.			

INSTRUCTIONAL EMPLOYMENT INFORMATION

Do you hold National Board for Professional Teaching Standards certification? No Yes

Do you hold or anticipate a Minnesota Teaching certificate? No Yes Certificate is anticipated

List your current certification(s): _____

Do you hold a current out-of-state certificate? No Yes, State: _____

List any student teaching experience: _____

Testing Scores:

Test	Date	Score

Describe the skills or attributes you believe are necessary to be an outstanding teacher.

How would you address a wide range of skills and abilities in your classroom?

DISCLOSURES

Are you currently under contract with another school or district? No Yes: _____

Have you ever had a teaching certificate or teaching license revoked or suspended? No Yes

Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment? No Yes

Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation? No Yes

Are you eligible to work in the United States? No Yes

Have you ever been arrested, charged or convicted of a criminal offense other than a minor traffic violation?
 No Yes: _____

Have you ever had any indicated finding of child abuse filed in your name? No Yes

Does your name appear on any Sex Offender Database in any state or country? No Yes

OPTIONAL QUESTIONS

Sex: M F

Racial Group: White/Caucasian Black/African-American Asian Hispanic or Latino
 American Indian or Alaska Native Native Hawaiian or Other Pacific Islander

SUPPLEMENTAL MATERIALS

The following items may be required as per an offer of employment.

- College Transcripts: Copy Original
- Teaching Certification: Copy Original
- Highly Qualified Teacher Paperwork
- Resume/C.V.
- Other: _____
- Other: _____

STATEMENT

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION, I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PREVIOUS NOTICE.

Signed: _____ Date: _____

OFFICE USE ONLY

Interviewed by: _____ on: _____

Remarks: _____

References checked? No Yes Filed Hired on _____

Position: _____ Salary: _____

Department: _____