

MCGREGOR INDEPENDENT SCHOOL DISTRICT NO. 4
148 South 2nd Street, PO Box 160
McGregor, MN 55760
Phone: 218-768-2111 – Fax: 218-768-3901

APPLICATION FOR EMPLOYMENT

Name _____
Address _____ City _____ State _____ Zip _____
Social Security # _____ Date of Birth _____
Home Phone _____ Cell Phone _____ Email Address _____
Are you a Veteran? ____ Yes ____ No Military Service Dates _____

Position you are applying for _____
Are you available for substitute work? ____ Yes ____ No

Does this position require proper licensure? (teacher, bus, nurse, boilers, etc) ____ Yes ____ No
If yes, do you possess the license? ____ Yes ____ No
If yes, what is the license number? _____

Are you at least 16 years old? ____ Yes ____ No
Have you ever worked for ISD #4? ____ Yes ____ No
Are you a US citizen? ____ Yes ____ No
Do you have a valid driver's license? ____ Yes ____ No

EDUCATION AND TRAINING

<u>Name and Location</u>	<u>Dates Attended</u>	<u>Certificate or Degree</u>	<u>Date of Graduation</u>
HIGH SCHOOL _____	_____	_____	_____
COLLEGE _____	_____	_____	_____
COLLEGE _____	_____	_____	_____
OTHER _____	_____	_____	_____

Please describe your qualifications for the type of employment you are seeking.

Please list experiences and skills that you have that would enhance your qualifications for this position.

Personal Statement - Please provide a statement that describes why you are interested in employment with McGregor School and what positive aspects you feel you would provide in the position.

EMPLOYMENT HISTORY - Please give a complete employment record for the last ten years including time in military service. Start with the most recent employer. Attach a separate sheet listing experience, if necessary. A resume may be included.

1) NAME OF EMPLOYER _____
Address _____ Phone # _____ Supervisor's Name _____
Position _____ Employment Dates: _____ to _____
Job Duties _____
Reason for leaving _____

2) NAME OF EMPLOYER _____
Address _____ Phone # _____ Supervisor's Name _____
Position _____ Employment Dates: _____ to _____
Job Duties _____
Reason for leaving _____

3) NAME OF EMPLOYER _____
Address _____ Phone # _____ Supervisor's Name _____
Position _____ Employment Dates: _____ to _____
Job Duties _____
Reason for leaving _____

If you are currently working, may we contact your present employer about your work? ____ Yes ____ No

REFERENCES

Name	City, State	Phone Number	Relationship/Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A criminal background check is required of all employees before hiring, pursuant to the Minnesota Child Protection Background Check Act. Information will be provided to you regarding your rights and you will be asked to sign an appropriate release authorization. The cost of this background check is your responsibility. Do you have a pending, no contest, or conviction of a gross misdemeanor or felony?
____ Yes ____ No

If yes, please explain _____

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that in the event of employment, false or misleading information given in my application or interview(s) may result in discharge. All offers of employment or the actual performance of duties are contingent both on the results of the criminal background check being acceptable to the McGregor School and on School Board approval in accordance with the law.

Applicant's Signature _____ **Date** _____

McGregor ISD #4 is an Equal Opportunity Employer
McGregor ISD #4 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability. Reference Policy #401
Title IX Coordinator: Brad Johnson, Superintendent/Elem Principal, 148 South 2nd Street, McGregor, 218-768-2111 ext 5126 or bjohnson@isd4.org, section 504 Coordinator: Gretchen Polkinghorne, School Counselor, 148 South 2nd Street, McGregor, 218-768-2111 ext 5137 or gpolkinghorne@isd4.org