

GFW SCHOOLS
ISD NO.2365
APPLICATION FOR SUPERINTENDENT OF SCHOOLS

I. Equal Employment Opportunity

It is the policy of Independent School District No. 2365 to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.

II. 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.

III. Position Desired

Title of position for which you are applying: _____

Date Available to Begin Employment: _____

IV Personal Data

Name _____ Social Security No. _____

Address _____ Home Phone _____

_____ Alternate Phone _____

Present Position _____ Since _____

Business Address _____ Business Phone _____

Type of Organization _____ Annual Budget \$ _____

Student Enrollment _____ Number of Employees _____ Current Salary \$ _____

Do you hold a MN superintendent license? YES _____ NO _____ FF# _____

Are you either a US citizen or legally eligible to hold employment in the United States? Yes _____ No _____

Have you previously worked for Independent School District No. 2365? Yes _____ No _____

If yes, position held/building: _____

If yes, under what name may your previous employment records be found?

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:

List all other names under which you have been employed or under which your educational records may be found.

V. Work Experience

List all full-time experience in the field of education, in reverse chronological order:

Institution and Location	Position	From/To	# Students	Salary	Reason for Leaving

VI. Professional Preparation

Degree	Institution/Location	From/To	Degree Received	Major/Minor

VII. Special Achievements (Publications, fellowships, honors, involvement in professional organizations, consulting, community honors)

VIII. References (List two board members and two others)

IX. Special Notes (Comment on the most significant contributions you have made in your present position)

X. Qualifications (What are the most important qualifications that equip you to succeed as superintendent of schools in ISD #2365?)

XI Criminal Background Information

Have you ever been charged with a misdemeanor or a felony? _____

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

Were you convicted and/or did you plead guilty? _____

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

XII Prior Employment

Have you ever been discharged or forced to resign from prior employment? _____

If so, describe the circumstances: _____

XIII Personal Statement

Please indicate why you are interested in the position and what you hope to accomplish if selected.

XIV Contract Buy Out

Please disclose the existence and terms of any previous buyout agreement, including amounts and the purpose for the payments, relating to a superintendent's contract with another board pursuant to MS123B.143:

XV Veterans Preference

GENERAL: To qualify for Veterans Preference, you must meet all of the following:

- 1) Have separated under honorable conditions from any branch of the armed forces of the United States;
- 2) have served on active duty for 181 consecutive days or more for the full period ordered to active duty OR have separated by reason of disability incurred while serving on active duty;
- 3) be a United States citizen or resident alien;
- 4) not be eligible for or currently receiving a monthly veteran's pension benefit based on length of military service.

If you meet all the above, check the appropriate box(es) below.

FOR EXAMINATIONS OPEN TO THE PUBLIC:

____ I am a non-disabled veteran (5 points)

____ I am a disabled veteran with a currently existing, compensable, service-connected disability as judged by the US. Veteran's Administration or by the Retirement Board of the Branches of the Armed Forces (10 points)

____ I am the widow/widower (not remarried) of a deceased veteran (5 points)

____ I am the spouse of a disabled veteran who cannot work because of the disability (10 points)

FOR EXAMINATIONS OPEN ONLY TO CURRENT STATE EMPLOYEES:

____ I am a disabled veteran entitled to disability compensation for a permanent, service-connected disability rated at 50% or more who has not been previously promoted in the state service

(5 points)

You may be required to provide proof of the validity of Veterans Preference Points you claim before you are hired.

XVI Certification, Acknowledgement 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 Independent School District No. 2365 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 give my permission to the GFW School Board members or agents to contact other references that have knowledge of my work experience. I understand that Independent School District No. 2365 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. 2365 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.

XVII Minnesota Fraud Statute:

Any person who, with intent to defraud, receives workers' compensation benefits to which the person is not entitled by knowingly misrepresenting, misstating, or failing to disclose any material fact is guilty of theft and shall be sentenced pursuant to section 609.52, subdivision 3.

The School 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 from the BCA, the content of which is acceptable to the School District, and approval by the School Board.

Signature _____ Date _____

Printed Name

Revised 5/27/08