

GFW SCHOOLS • ISD #2365

APPLICATION FOR SUMMER REC EMPLOYMENT

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 District 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 (June 4 - July 27): _____

IV. PERSONAL DATA

Name : _____ Address : _____
City, State : _____ Zip : _____

Social Security No.: _____ Home Phone: _____
Cell Phone: _____

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 :* _____ *Site :* _____

Do you have any special needs which may necessitate accommodations in the application/interview process?
Yes _____ No _____ **If yes, please describe the type of accommodations requested:*

Do you have access to a vehicle if needed to travel to another community? Yes _____ No _____

Do you have any Minnesota High School League violations? Yes _____ No _____

Have you had any class I or II disciplinary actions over the last 2 years? Yes _____ No _____

V. WORK/VOLUNTEER EXPERIENCE

List *all* work and volunteer experience (*most recent to be listed first*).

Employer Name : _____

Employer Address : _____

Job Title : _____

Job Duties : _____

Date of Employment/Experience : _____

Reason for Leaving: _____

Employer Name : _____

Employer Address : _____

Job Title : _____

Job Duties : _____

Date of Employment/Experience : _____

Reason for Leaving : _____

Employer Name : _____

Employer Address : _____

Job Title : _____

Job Duties : _____

Reason for Leaving : _____

*Attach additional sheets if necessary.

(continue to next page)

VI. EDUCATION

Include high school and any additional education/courses taken (*list most recent first*).

Name of School : _____ Address of School : _____
Degree/Diploma Received : _____ Major/Minor : _____
Dates of Attendance : _____

Name of School : _____ Address of School : _____
Degree/Diploma received : _____ Major/Minor : _____
Dates of Attendance : _____

List/describe any other training and/or experience relevant to the position for which you are applying :

VII. REFERENCES

These should be people in a position to discuss your qualifications for the position you seek. Include especially manager, directors, or heads of departments under whom you have worked. Indicate any who are related to you. The School District reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference : _____
Title : _____ PhoneNumber : _____
In what capacity does this person know you ? _____

Name of Reference : _____
Title : _____ PhoneNumber : _____
In what capacity does this person know you ? _____

Name of Reference : _____
Address : _____
Title : _____ PhoneNumber : _____
In what capacity does this person know you ? _____

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VIII. PRIOR EMPLOYMENT

Have you ever been discharged or forced to resign from prior employment? Yes _____ No _____

If so, describe the circumstances: _____

IX. PERSONAL STATEMENT

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

X. CERTIFICATION, ACKNOWLEDGEMENT & 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 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.

Signature : _____ **Date :** _____

(Do Not Print)