

# Independent School District #676

P.O. Box 68  
Badger, Minnesota 56714  
Phone: 218-528-3201  
Fax: 218-528-3366

## APPLICATION FOR EMPLOYMENT Non-Licensed Position

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

### INSTRUCTIONS:

1. The accuracy and completeness with which this application is filled out will be factors in the consideration of the applicant for a position.
2. Include three letters of reference, a copy of your teaching license, and an official transcript. All materials should be forwarded to the above address.
3. Application will be kept on file for one year unless notice of continued interest along with any additional up-to-date information is received from the applicant.

It is the policy of the Board of Education of District #676 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selections; thereto, whether full-time or part-time under any education program or activity operated by the District for which it receives federal financial assistance.

## Personal Information

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
(last) (first) (mid)

Present Address: \_\_\_\_\_  
(street) (city) (state) (zip)

Permanent Address: \_\_\_\_\_  
(street) (city) (state) (zip)

Summer Address: \_\_\_\_\_  
(street) (city) (state) (zip)

Present Phone: \_\_\_\_\_ Permanent Phone: \_\_\_\_\_

### FOR OFFICE USE ONLY:

Application Received: \_\_\_\_\_  
Resume' Received: \_\_\_\_\_  
Credentials Received: \_\_\_\_\_

Interviewed: On \_\_\_\_\_ by \_\_\_\_\_  
On \_\_\_\_\_ by \_\_\_\_\_  
On \_\_\_\_\_ by \_\_\_\_\_

Applicant Notified: \_\_\_\_\_  
Board Approval: \_\_\_\_\_  
Employment Date: \_\_\_\_\_

<b>Education</b>	High School	Undergraduate College/University	Graduate/ Professional
School Name and Location			
Years Completed			
Diploma/Degree			
State any additional information you feel may be helpful to us in considering your application			

<b>INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ, AND/OR WRITE</b>			
	FLUENT	GOOD	FAIR
Speak			
Read			
Write			

<b>References</b>
Give name, address, and telephone number of three references. References should not be related to you.
1.
2.
3.

<b>Military Experience</b>
Have you had job-related training in the Armed Forces of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify:
<b>VETERANS' PREFERENCE:</b> If you are a veteran, or the spouse of a deceased or disabled veteran, and wish to claim Veterans' Preference, you must present a legible photocopy of you DD214 to the school district Superintendent. If your claim is approved, five or ten additional points will be added to your final employment examination passing score.
Do you wish to claim Veterans' Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, or other protected status.

<b>Employer</b>	<b>Dates Employed</b>		<b>Hourly Rate/Salary</b>	
<b>Address</b>	<b>From</b>	<b>To</b>	<b>Starting</b>	<b>Final</b>
<b>Telephone Number(s)</b>				
<b>Job Title</b>		<b>Supervisor</b>		
<b>Description of Work Performed</b>				
<b>Reason for Leaving</b>				
<hr/>				
<b>Employer</b>	<b>Dates Employed</b>		<b>Hourly Rate/Salary</b>	
<b>Address</b>	<b>From</b>	<b>To</b>	<b>Starting</b>	<b>Final</b>
<b>Telephone Number(s)</b>				
<b>Job Title</b>		<b>Supervisor</b>		
<b>Description of Work Performed</b>				
<b>Reason for Leaving</b>				
<hr/>				
<b>Employer</b>	<b>Dates Employed</b>		<b>Hourly Rate/Salary</b>	
<b>Address</b>	<b>From</b>	<b>To</b>	<b>Starting</b>	<b>Final</b>
<b>Telephone Number(s)</b>				
<b>Job Title</b>		<b>Supervisor</b>		
<b>Description of Work Performed</b>				
<b>Reason for Leaving</b>				

Complete the section that pertains to the position for which you are applying.

# Bus Driver

## License Information:

Issuing State: \_\_\_\_\_ License No.: \_\_\_\_\_  
License Classification: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Endorsements: \_\_\_\_\_

## Driving Experience:

Type of Equipment	Dates of Operation	Total Miles of Operation
Bus	From _____ To _____	_____
Straight Truck	From _____ To _____	_____
Tractor/Trailer	From _____ To _____	_____
Other	From _____ To _____	_____

## Accident Record for the Past Three Years:

	Date of Accident	Nature of Accident (head-on, rear-end, etc.)	No. of Injuries	No. of Fatalities
Last Accident	_____	_____	_____	_____
Next Previous	_____	_____	_____	_____
Next Previous	_____	_____	_____	_____

## Traffic Convictions & Forfeitures for the Past Three Years: (list only those that are not parking violations)

Location (City/State)	Date	Charge	Penalty
_____	_____	_____	_____
_____	_____	_____	_____

# Custodial / Grounds / Maintenance

Do you have a low-pressure boiler license?  Yes (If so, attach a copy of your license)  No

## Please check the following that you have operated:

Floor Maintenance Equipment:  Scrubbers  Buffers  We/Dry Vacuums

Ground Care Equipment:  Heavy Equipment  Front End Loaders  Dump Trucks  
 Snow Blowers  Riding Mowers  Push Mowers  Tractors

Are you familiar with fertilizers and its application?  Yes  No

Are you familiar with tree and shrubbery trimming?  Yes  No

## Carpentry Experience:

Have you ever operated:  Table Saws  Electrical Saws  Electric Miter Saws  
 Other \_\_\_\_\_

Are you familiar with steam heat and its application?  Yes  No

Are you familiar with electrical heat and its application?  Yes  No

Are you familiar with hot water heat and its application?  Yes  No

# Clerical

Check all equipment you are familiar with:  Adding Machines  Macintosh Computer  PC Compatible

List the computer software/hardware you are familiar with:

\_\_\_\_\_  
\_\_\_\_\_

# Food Service

Do you have experience as a cook for large groups?  Yes  No If so, how many people? \_\_\_\_\_

What type of work are you interested in?  Full-Time  
 Part-Time  
 Substitute

List the types of food service equipment you are familiar with: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Paraprofessional

What type of work are you interested in?  Full-Time  
 Part-Time  
 Substitute

Please list any special abilities (artistic, musical, etc.) you may possess: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state, as briefly as you can what you believe is the role of a paraprofessional: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that this application for employment shall be considered active for a period of time not to exceed one year. I further understand that any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date