



Cologne Academy

1221 S. Village Parkway
Cologne, MN 55322
952.466.2276 Fax: 952.466.4030
www.cologneacademy.org

TO: Prospective Professional Employee Candidate
FROM: Lynn Gluck Peterson, Director
RE: Application File

Thank you for your interest in working for Cologne Academy. We believe that Cologne is an excellent place for families to work, play, and grow together.

To complete your application file for employment consideration, all of the items listed below should be included:

- COMPLETED APPLICATION FORM
- COVER LETTER
- RESUME
- COPY OF LICENSURE
- LETTERS OF RECOMMENDATION

Other materials may be included to support your candidacy. Your application file will be maintained for at least one year.

All correspondence should be mailed to:
Cologne Academy
Attn: Lynn Gluck Peterson, Director
1221 S. Village Parkway
Cologne, MN 55322

APPLICATION FOR A POSITION WITH COLOGNE ACADEMY

(Applications should be clearly printed or typed.)

Position Sought: _____ Date of Application: _____

Name: _____ E-mail Address: _____

Mailing Address: _____
(NUMBER & STREET) (CITY & STATE) (ZIP)

Home Phone: (____) _____ Cell Phone: (____) _____ Business Phone: (____) _____

EDUCATION AND TRAINING: (Reverse order, with most recent first)

Name of Institution	Diploma/Degree	Course of Study
_____	_____	_____
_____	_____	_____
_____	_____	_____

WORK EXPERIENCE: (Reverse order, with most recent first)

Employer Position	Dates Employed	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

May we contact the employers listed above? _____ If not, indicate which one(s) you do not wish us to contact: _____

List three professional references who have knowledge of your work qualifications.

Name	Title/Position	Address	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special skills/traits (attach one additional page if necessary):

GENERAL INFORMATION

1. Are you legally eligible for employment in the United States? Yes____ No____

2. Are you a veteran? Yes No **(Proof of veterans preference is required-DD214 accepted.)**

- Are you a disabled veteran? Yes____ No____
- Are you the spouse of disabled or deceased veteran? Yes____ No____

3. Have you ever been convicted of a felony or been convicted of a lesser charge in which the conviction was not annulled or expunged according to law or was a misdemeanor charge for which no jail sentence had been imposed? Yes____ No____

If yes, explain: _____

4. Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? Yes____ No____

5. Have you ever been terminated from employment or resigned by request of the employer or by mutual consent for cause of alleged misconduct, alleged unsatisfactory performance, or alleged improper or illegal acts? Yes____ No____

If yes, Employer/Location: _____

Name/Title of Supervisor: _____

6. Are any criminal charges or proceedings pending against you? Yes____ No____

If yes, explain: _____

Please read each of the following statements carefully. Your signature means that you understand and agree with the statements as printed.

1. I hereby affirm that the information provided on this application is true and complete to the best of my knowledge.

2. I further affirm my knowledge and agreement that falsified information or significant omission either on the application or during an interview (a) may disqualify me from further employment consideration, or (b) constitute statutory grounds for immediate discharge.

3. CONSENT TO REQUEST FOR INFORMATION

I hereby authorize Cologne Academy to contact any or all previous employers, references, or other sources of data listed in this application or derived therefrom as it deems reasonably necessary to arrive at an employment decision. Said data sources are authorized to release and provide to Cologne Academy any and all requested data which Cologne Academy deems reasonably necessary to arrive at a decision regarding employment.

4. CONSENT TO CRIMINAL BACKGROUND CHECK

I understand that effective January 1, 1996, school districts in Minnesota are required to conduct criminal background checks on all individuals who are offered employment with the school. As an applicant for a position with the school, I may be offered a position which will require the initiation of a criminal background check under M.S. 120.1045. My express consent for such a background check is granted.

Date

Signature