

INDEPENDENT SCHOOL DISTRICT NO. 2711

**Mesabi East Schools
601 N. 1st St. W.
Aurora MN 55705**

CERTIFIED EMPLOYMENT APPLICATION

Position Desired

We appreciate your interest in applying for employment with Mesabi East Schools. We believe that every individual should be treated fairly, equitably and with dignity. 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. Your qualifications for the position for which you are applying will be reviewed with this in mind. You may use a resume to supplement this summary, however, this application must be fully completed.

Name _____
(Last) (First) (M.I.)

Present Address _____
Street City Zip

Home Phone: _____ Cell or Msg. Phone: _____ TRA # _____

MINNESOTA TEACHING LICENSURE

SUBJECT	GRADE LEVEL	EXPIRATION DATE

EDUCATION AND TRAINING

Type of School	Name and Location	Degree or Certificate	Dates Attended
High School			
College/University			
Bus. or Trade School			

EMPLOYMENT HISTORY
(Most recent position listed first)

Dates of Employment	Employer Name & Address	Phone #	Position Held	Description of Work
From: To:				
From: To:				
From: To:				
From: To:				

List additional experiences and unique talents and skills possessed applicable to the position for which you are applying

REFERENCES

List three professional, educational, or work related references from persons who have known you in the last five years

Name and Occupation	Address	Phone Number

Signing below authorizes Mesabi East to contact references listed. All appointments are subject to Board of Education approval.

Signature of Applicant

Date

Please include the following information with your completed application:

- 1) Letter of Application and Resume
- 2) Copy of Current Teaching License
- 3) Completed Application Form
- 4) College Transcripts (official preferable)
- 5) Placement credentials
- 6) Three recent professional evaluations or letters of recommendation from Supervisor and/or student teaching supervising teacher

Attachments: Tennessee Warning and Informed Consent for Background check

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

TENNESSEN WARNING

In accordance with the Minnesota Statute 13.04, subd.2, we are required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications for ISD 2711 job openings. You are not required to provide this information, however, it is necessary to determine if you qualify for employment. Disclosure of your social security number is voluntary, unless you are hired. If hired, you must disclose it in order to be in compliance with state and federal tax withholding laws. If you do not supply the required information, ISD 2711 will not be able to consider you for employment. The use of the private data we collect is limited to that necessary for the administration and management of the district hiring process. Persons with whom this information may be shared include personnel department employees, administration employees, and supervisors in the department where job openings occur.

Unless otherwise authorized by state statute or federal law, government agencies utilizing the reported private data must treat the information as private.

I have read and understand the above information.

Signature of Applicant

Date

***The District does not discriminate on the basis of race, color, national origin, sex or disability
The School District also makes reasonable accommodations for
employees and applicants with a qualifying disability***

