

**INDEPENDENT SCHOOL DISTRICT 2890**

**DISTRICT ADMINISTRATIVE OFFICE**

Phone: 320-329-8362  
301 Northeast Third Street  
Renville, MN 56284

Fax: 320-329-3271

“An Equal Employment Opportunity Employer”

You may use your resume to supplement this application, however, please complete the entire application.

POSITION APPLYING FOR \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

DATE AVAILABLE FOR EMPLOYMENT \_\_\_\_\_

Can you, after employment, submit verification of your legal right to work in the United States? YES \_\_\_ NO \_\_\_

ARMED FORCES: YES \_\_\_ NO \_\_\_ BRANCH \_\_\_\_\_

Date of Discharge \_\_\_\_\_ Rank at Discharge \_\_\_\_\_

If you are selected to interview for the position, you will be asked questions relative to special requirements.

Circle the special skills you have: boiler operator, carpenter skills, painting skills, cooking skills.

**EDUCATION**

SCHOOL	ADDRESS	COURSE OF STUDY	YEARS COMPLETED

**REFERENCES (Excluding relatives)**

NAME AND JOB TITLE	ADDRESS	PHONE NUMBER

**EMPLOYMENT (Starting with Present or Most Recent Employer)**

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Employer Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Dates Employed \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**EMPLOYMENT**

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Employer Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Dates Employed \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**EMPLOYMENT**

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Employer Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Dates Employed \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

1. Have you ever been involuntarily discharged or fired? \_\_\_\_\_  
Please explain: \_\_\_\_\_
2. In your previous work, what did you enjoy the most? \_\_\_\_\_  
\_\_\_\_\_
3. How do you prepare for a day's work? \_\_\_\_\_  
\_\_\_\_\_
4. Which is more important to you; to have a good supervisor or to have good pay and benefits? \_\_\_\_\_  
\_\_\_\_\_
5. Please describe for us an excellent employee. \_\_\_\_\_  
\_\_\_\_\_
6. Why do you want to work for Independent School District 2890? \_\_\_\_\_  
\_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY, REASONABLE ACCOMMODATION AND VETERAN’S PREFERENCE**

Independent School District 2890’s policy is to provide equal employment opportunity for all applicants and employees. Independent School District 2890 does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, veteran status, sexual orientation, age or disability.

Are you able to perform the duties of the position for which you are applying, including regular attendance, with or without a reasonable accommodation?      YES \_\_\_      NO \_\_\_

If you are a veteran or a spouse of a deceased or disabled veteran and wish to claim veteran’s preference, you must present a legible photocopy of your DD214 to the Personnel Office. If your claim is approved, preference points will be applied to applicable law.

**CONSENT TO RELEASE OF INFORMATION**

I request, authorize and consent to the release of information to Independent School District 2890, Renville, MN (ISD 2890) regarding my previous employment and authorize all past employers or agent they may designate, to respond to verbal or written inquiries from Independent School District 2890, regarding my employment record. I further request, authorize and consent to Independent School District 2890 contacting the personal references identified in my application through verbal or written inquiries for purposes of confirming information contained in my application for employment as well as reliability, honesty, and potential tendency, if any, to engage in any form of violence or other harmful, unsafe or threatening behavior. Finally, I request, authorize and consent to the release and disclosure of educational records from any and all public or private educational institutions that I have attended and to release information from any public agency or private entity concerning any professional or vocational license or certification that I have held in the past, or currently hold, to Independent School District 2890.

**CERTIFICATION**

I have answered all questions to the best of my knowledge. I certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if I am employed, any false statement, misrepresentation, or omission of facts on this application or on any supporting documents such as the Child Support Disclosure Form and the Employment Eligibility Verification (Form I-9), regardless of when discovered to be false, misrepresented or omitted, shall be considered sufficient cause for my dismissal.

**CRIMINAL HISTORY BACKGROUND CHECK**

**IF EMPLOYED BY THIS DISTRICT**, I authorize the Minnesota Bureau of Criminal Apprehension to disclose criminal history record information to Independent School District 2890 pursuant to Minnesota Statute 123B.03 for the purpose of employment. I understand that my employment with Independent School District 2890 is conditional pending completion of the background check. I further understand that I may be terminated based upon the results of the background check.

I agree to provide a check payable to the *Minnesota Bureau of Criminal Apprehension* in the amount of \$15.00 to pay the fee for conducting the criminal history background check if offered employment.

NAME \_\_\_\_\_ DATE \_\_\_\_\_