

Certified Staff Job Application Form

Benson Public Schools ISD #777

1400 Montana Avenue, Benson, MN 56215

Phone: 320-843-2710 Fax: 320-843-2262 E-mail: suptoffice@benson.k12.mn.us

(Revised 11/01/12)

| | | | |
|----------------|-------|------|----------------------|
| Name | | Date | |
| Address | | | |
| City | State | Zip | Phone |
| E-mail Address | | | Are you 18 or older? |

Employment Desired

| | | | |
|---|--|------------------------------|-------|
| What position are you applying for | | | |
| Alternate Position | | | |
| Are you willing to serve as a substitute? | | If so, what grades or areas? | |
| Are you presently employed? | | May we contact you at work? | Phone |
| May we contact your present employer? | | Phone | |

Education and Training

| | | | |
|---|----------------------|-----------------------------------|--------|
| High School Yrs. Completed | | High School Diploma or Degree | |
| Post-Secondary Yrs. Completed | | Post-Secondary Diploma/Degree | |
| Post-Secondary Grade Average | | Post-Secondary Subjects Studied | |
| Trade/Vocational Yrs. Completed | | Trade/Vocational Diploma/Degree | |
| Trade/Vocational Grade Average | | Trade/Vocational Subjects Studied | |
| Special Certifications/Licenses or Qualifications | | | |
| List additional skills or training, knowledge, experience, or other relevant qualifications you consider applicable to obtaining the position desired | | | |
| College or University Name | Major | Minor | Degree |
| 1. | | | |
| 2. | | | |
| File Folder No. | Year License Expires | Are you bi-lingual? | |
| If yes, please list what language(s), other than English, that you speak | | | |

Coaching/Extra-Curricular

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| Are you interested in any extra-curricular activities (i.e., coaching)? | |
| If yes, briefly list your past extra-curricular or coaching experience | |
| Briefly list which extra-curricular activities or coaching activities you would be interested in | |

Personal Statement

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|---|
| Describe how you will encourage excellence, equity, and relevance in your teaching in the Benson Public Schools and how your education and work experience have helped prepare you to make this contribution. Elaborate on any special qualifications you have for this position. |
| |

Employment History

| Employer Name | 1. | 2. | 3. |
|----------------------------------|----|----|----|
| Employer Address | | | |
| Employer Phone | | | |
| Supervisor Name | | | |
| Supervisor E-mail | | | |
| Date of Employment | | | |
| Position | | | |
| Description of Duties | | | |
| Why did you leave your last job? | | | |

Veteran Status

| | |
|--|--|
| Are you a veteran? (yes or no) | |
| Are you a disabled veteran? (yes or no) If yes, please attach a copy of Form DD214. | |

References

| | | | |
|-----------------------------|----|----|----|
| Name | 1. | 2. | 3. |
| Address City, State, Zip | | | |
| Phone | | | |
| E-mail Address | | | |
| Years Acquainted | | | |

Criminal Background Information

| | |
|--|--|
| Have you ever been charged with a misdemeanor or a felony? | |
| If yes, explain the nature of the charge and the circumstances | |
| Were you convicted and/or did you plead guilty? | |
| If yes, give the date, city, state, and county where convicted | |

The School District will conduct a criminal background check on individuals upon making a contingent job offer. No offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the School District, and approval by the School Board.

Certification, Acknowledgment and Release

I certify the answers I have given on this application are true and correct to the best of my knowledge. I understand any false or misleading information provided, and 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 Benson Public Schools ISD #777.

I understand, acknowledge, and agree that no offer of employment is valid or binding until formal approval by the School Board and until such approval the Benson Public Schools ISD #777 shall not be liable for any reliance on any oral or written offers of employment made to me.

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 Benson Public Schools ISD #777 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 Benson Public Schools ISD #777 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 Benson Public Schools ISD #777 and all former employers and references listed herein and any and all agents acting on behalf of said School District, former employers or references, for any and all liability of whatever nature by reason of requesting or providing such information.

| | | | |
|----------------------------|--|------|--|
| I AGREE (yes or no) | | | |
| Signature | | Date | |

Attach additional resume or application letter and credentials.