

STAPLES MOTLEY SCHOOL DISTRICT #2170  
EMPLOYMENT APPLICATION

**TO THE APPLICANT:** We appreciate your effort in completing this application so we may give you the fullest consideration possible for employment. We wish to thank you for your interest in our schools. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non- job related medical condition or handicap.

**We are an Equal Employment Opportunity Employer.**

Date: \_\_\_\_\_ Date you would be available for employment: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

High School  Elementary  Middle School  General

Full Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

Have you ever been employed by our School District before?  Yes  No

If yes, list dates of employment: \_\_\_\_\_

Are you available for work:  Full Time  Part Time  Shift Work

Are you a Citizen of the United States:  Yes  No

Do you have any physical, mental or medical impairment or disability that would limit your job performance for the position for which you are applying?  Yes  No

If yes, please explain: \_\_\_\_\_

**Veteran Status**

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's Preference Points?  Yes  No

Do you wish to claim Veteran's Preference Points?  Yes  No

If yes, please complete the attached Veterans Preference Points Application.

## Past Employment Experience

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List each job held. **Start with your present or last job.** Include any military service, assignments and volunteer activities.

**Employer:** \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title or Position: \_\_\_\_\_

Dates worked at this job: \_\_\_\_\_

Contact Number \_\_\_\_\_ Salary Received \_\_\_\_\_

Duties performed \_\_\_\_\_

Reason for leaving this job: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title or Position: \_\_\_\_\_

Dates worked at this job: \_\_\_\_\_

Contact Number \_\_\_\_\_ Salary Received \_\_\_\_\_

Duties performed \_\_\_\_\_

Reason for leaving this job: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title or Position: \_\_\_\_\_

Dates worked at this job: \_\_\_\_\_

Contact Number \_\_\_\_\_ Salary Received \_\_\_\_\_

Duties performed \_\_\_\_\_

Reason for leaving this job: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title or Position: \_\_\_\_\_

Dates worked at this job: \_\_\_\_\_

Contact Number \_\_\_\_\_ Salary Received \_\_\_\_\_

Duties performed \_\_\_\_\_

Reason for leaving this job: \_\_\_\_\_

Summarize any special skills and qualifications you may have acquired from previous employers or other experience you may have: \_\_\_\_\_

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## EDUCATION

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**Name of school or Institution:** \_\_\_\_\_

Courses of Study: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Degree/Diploma \_\_\_\_\_

Major/Minor \_\_\_\_\_ Honors Received \_\_\_\_\_

**Name of school or Institution:** \_\_\_\_\_

Courses of Study: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Degree/Diploma \_\_\_\_\_

Major/Minor \_\_\_\_\_ Honors Received \_\_\_\_\_

**Name of school or Institution:** \_\_\_\_\_

Courses of Study: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Degree/Diploma \_\_\_\_\_

Major/Minor \_\_\_\_\_ Honors Received \_\_\_\_\_

**Name of school or Institution:** \_\_\_\_\_

Courses of Study: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Degree/Diploma \_\_\_\_\_

Major/Minor \_\_\_\_\_ Honors Received \_\_\_\_\_

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## REFERENCES

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Name \_\_\_\_\_ Phone \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Title \_\_\_\_\_

### AGREEMENT

I certify that the answers I have given on this application are true and correct 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. 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 school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **VETERANS PREFERENCE POINTS APPLICATION INSTRUCTIONS**

Preference points are awarded to qualified veterans **and spouses** of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of MN Statutes 43A.11. To be eligible for veterans preferences points you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, or who has met the minimum active duty requirements as defined by section 3.12a of Title 38, Code of Federal Regulations, or who has active military service certified under section 401, Public Law Number 95-202. The active military service must be certified by the United States Secretary of Defense as active military service and a discharge under honorable conditions must be issued by the Secretary. Section 3.12a, Title 38, Code of Federal Regulations: "Minimum period of active duty" means...(ii) the full period for which a person was called or ordered to active duty; **AND**
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military services.

The information you provide on this form will be used to determine your eligibility for Veterans Preference Points. You are not required to supply this information, but we cannot award veteran's points without it. You must supply a copy of your DD214. Disabled Veterans must also supply Form FI-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, the Veteran's DD214 and FL-02 or Death Certificate.

If you supply this supporting documentation by separate mail, include your name and the position applied for. Name \_\_\_\_\_ Position \_\_\_\_\_

Are you applying for Veteran's Bonus Points? Yes  No

If you answered "yes", your DD214 or other documentation must be received no later than 7 days after the application deadline for the position.

### **Veterans Preference Points Application**

Veteran:  
Self \_\_\_\_\_ Spouse \_\_\_\_\_ If spouse, veteran's name \_\_\_\_\_

Branch of Service \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

Date of Final Discharge \_\_\_\_\_ Service No. \_\_\_\_\_

Are you receiving or eligible for a military pension? Yes  No

Do you have a compensable service related disability? Yes  No

Preference Requested: Veteran  Disabled Veteran

Spouse of Disabled Veteran  Spouse of Deceased Veteran

Your Preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than 7 calendar days after the application deadline for the position in order to guarantee points are awarded in a timely manner.

Supporting documentation: is attached  will be submitted .