

# Lake Crystal Wellcome Memorial Schools

## Independent School District No. 2071

607 Knights Lane P.O. Box 160 Lake Crystal, MN 56055

Phone (507) 726-2323 Fax (507) 726-2334

[www.isd2071.k12.mn.us](http://www.isd2071.k12.mn.us)



## APPLICATION FOR EMPLOYMENT

ISD 2071 welcomes your interest in employment. Please feel free to call on us if we can assist you in the application process. Here are guidelines to completing your application.

### I. Purpose/Personal Information

1. Read the job posting carefully to be sure you meet all the requirements.
2. **Type or print in ink.**
3. Your application must be completely filled out to be processed.
4. In accord with M.S 15.165, Independent School District 2071 hereby states that its purpose for collecting personal data are (1) to enable fulfillment of its obligations to employees, both potential and actual, in accord with state and federal laws; and (2) to enable proper, effective and efficient administrative and supervisory decisions concerning the welfare of the personnel and the school district.

**Date:** \_\_\_\_\_ **Position applying for:** \_\_\_Elementary\_\_\_Secondary\_\_\_\_\_

**Name:** \_\_\_\_\_  
*Last First Middle*

**Address:** \_\_\_\_\_  
*Street Address City State Zip*

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

### II. Veterans Preference

Are you applying for veterans preference bonus points? Yes \_\_\_ No \_\_\_ If yes, your DD221 or other documentation must be received no later than five (5) working days after the application deadline for the position.

### III. Education

Level	Name & Location	Course of Study	# of years completed	Did you graduate?	Degree/Diploma Certificate Earned
High School				Yes ___ No ___ Year _____	
College/ Technical				Yes ___ No ___ Year _____	
Other				Yes ___ No ___ Year _____	





**VI. References**

List three (3) professional references. Do NOT list personal references.

1<sup>st</sup> Choice: List supervisors who have first-hand knowledge of your qualifications.

2<sup>nd</sup> Choice: List instructors/teachers or co-workers who have knowledge of your work qualifications.

Name	Title/Position	Address	Telephone
			( )
			( )
			( )

**VII. General Information**

Have you ever been convicted of a violation of law other than a minor traffic violation? Yes \_\_\_ No \_\_\_  
(If yes, please explain below)

Are any criminal charges or proceedings pending against you? Yes \_\_\_ No \_\_\_ (If yes, please explain below)

Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse or rape of a child? Yes \_\_\_ No \_\_\_ (If yes, please explain below)

**CONSENT TO REQUEST FOR INFORMATION AND TO RELEASE DATA**

I hereby authorize ISD 2071 School District to contact any or all previous employers, references, or other sources of data listed in this application or derived from it as the district deems reasonably necessary to arrive at any employment decision. My signature authorizes any of the above to release and provide ISD 2071 any and all requested data that the district requires to arrive at a decision regarding my employment.

I understand any false statements or misrepresentation of facts on this application are grounds for dismissal. I hereby certify that the statements are true and correct to the best of my knowledge and belief.

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

This file is considered active for the school year for which it is completed.

Mail applications to: ISD 2071 Business Office, PO Box 160, Lake Crystal, MN 56055.

*Independent School District 2071 is an Equal Opportunity Employer.*