

Employment Application Form

Greenbush Middle River Public Schools

Independent School District #2683
 401 Park Avenue West P.O. Box 70
 Greenbush, Minnesota 56726
 District Office: (218) 782-2232
 (218) 782-3141 (Fax)

Submit with Application:

- Letter of employment interest
- Resume
- Application Form
- 3 letters of reference (for teacher applications)
- Copy of applicable licenses, certifications and transcripts

www.middleriver.k12.mn.us

The Greenbush Middle River Public School District ISD #2683 is an equal opportunity employer. Selection of applicants will be made without reference to race, color, religion, sex, age, national origin, disability, sexual orientation, economic or marital status.

SECTION 1: APPLICANT INFORMATION

Name: (Last) _____ First _____ MI _____

Other name(s) under which you were employed: Name: (Last) _____ First _____ MI _____

Street Address _____ City _____ State _____ ZIP _____
 (_____) _____ (_____) _____
 Home Phone _____ Cell Phone _____



Home of the Gators

Employment position for which you are applying: _____

SECTION 2: EDUCATION

Degree	School Name	From / To	Date of Completion	Degree Received
High School Diploma				
Post Secondary School Attended				
Post Secondary School Attended				
Post Secondary School Attended				
Post Secondary School Attended				

SECTION 3: FOR TEACHER POSITION APPLICANTS ONLY

Do you hold a Minnesota Teaching License? Yes No No, license application has been submitted

Minnesota License File Folder # _____

List Areas of Current Licensure:

List Other Certifications or Qualifications:

SECTION 4: BACKGROUND

- SCHOOL BOARD POLICY: Applicants are advised that all the facilities of the Greenbush Middle River School District are tobacco free.
- STATE LAW: School Districts must obtain a state criminal history background check from Minnesota Bureau of Criminal Apprehension (BCA) on all individuals who are offered employment.
- FEDERAL LAW requires that school districts conduct pre-employment drug testing for all bus drivers before they begin driving.

Have you ever had a teaching license revoked or suspended? _____ YES _____ NO

Have you ever been convicted of a felony? _____ YES _____ NO If yes, please explain _____

Have you been convicted of an offense involving sexual molestation, physical or sexual abuse? _____ YES _____ NO

Are you legally eligible for employment in the United States? _____ YES _____ NO

SECTION 5: EMPLOYMENT EXPERIENCE

List each job held. Start with your most recent employment. You may include military service assignments.

Employer:	Start Date	End Date	Description of Work Performed:
Address:			
Job Title:			
Supervisor:	Phone # ()		
Reason for Leaving:			
Employer:	Start Date	End Date	Description of Work Performed:
Address:			
Job Title:			
Supervisor:	Phone # ()		
Reason for Leaving:			
Employer:	Start Date	End Date	Description of Work Performed:
Address:			
Job Title:			
Supervisor:	Phone # ()		
Reason for Leaving:			

SECTION 6: EMPLOYMENT REFERENCES

List the contact information for three references from previous work experience.

Name	
Current Position & Company	
Phone Number	
Email Address	
Reference Description	Describe in one sentence how you know or have worked with this person, where, when and for how long.

Name	
Current Position & Company	
Phone Number	
Email Address	
Reference Description	Describe in one sentence how you know or have worked with this person, where, when and for how long.

Name	
Current Position & Company	
Phone Number	
Email Address	
Reference Description	Describe in one sentence how you know or have worked with this person, where, when and for how long.

I hereby affirm that all the information provided by me on this application is true and complete without significant omission of any kind. I understand that any misrepresentation or significant omission may disqualify me from future consideration from service and may be considered justification for dismissal if discovered at a later date.

I authorize the District or its representatives to make such investigations and inquires of my employment, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and persons from all liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given in my application and / or interview(s) may result in discharge. I understand also, that I am required to abide by all rules, policies, and regulations of the School District.

 Signature

 Date
OVER

**Greenbush Middle River Public School District
ISD 2683
401 Park Avenue West
Greenbush, MN 56726
(218) 782-2232
(218) 782-3141**

AFFIDAVIT AND DISCLAIMER

I authorize the Greenbush Middle River ISD 2683 to conduct a background investigation as part of the application process. Such investigation may include, but shall not be limited to information regarding criminal convictions; legal matters, driving records, previous employment, educational background, personal references, and other appropriate areas.

I release the Greenbush Middle River ISD 2683 and its representatives, and reference sources, from any and all liability related to the release or use of information utilized in the search and selection process.

All statements on this application are true and accurate. Any false and misleading information given on this application or during the selection process shall constitute grounds not to hire, or if hired, shall serve as adequate grounds for dismissal.

Signature

Date

Return To:

Greenbush Middle River Public School
District Office
401 Park Avenue West
P.O. Box 70
Greenbush, MN 56726