

South Koochiching/Rainy River Independent School District #363
PO Box 465, Northome, MN 56661

Job Application For Non-Licensed Personnel

Application Date _____

(Last Name) _____ (First Name) _____ (Phone) _____

(Address) _____ (City, State, Zip Code) _____

Position Desired _____

Date Available _____

Employment Type Desired
(check all that apply):
 Full Time
 Part-Time

Are you 18 years of age or older?
 Yes
 No

Can you, after
employment,
submit verification
of your identity
And legal right to
work in the U.S.?
 Yes
 No

Have you ever been convicted of a crime? (Conviction of a crime is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying).

Yes
 No

Experience (Over the past 10 years, beginning with the most recent):

Employer: _____
Address: _____
Telephone
Number: _____
Job Title: _____
Supervisor: _____
Reason for leaving: _____
* * * * *

Employer: _____
Address: _____
Telephone
Number: _____
Job Title: _____
Supervisor: _____
Reason for leaving: _____
* * * * *

Employer: _____
Address: _____
Telephone
Number: _____
Job Title: _____
Supervisor: _____
Reason for leaving: _____
* * * * *

Employer: _____
Address: _____
Telephone Number: _____
Job Title: _____
Supervisor: _____
Reason for leaving: _____

Check One:

I authorize the school district to contact anyone about my personal and professional qualities.

The school district may only contact the references that have been listed.

Summarize any special skills and/or qualifications you possess that you believe would benefit you in this position:

Applicant's Statement:

I certify that the answers given herein are true and complete 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.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any special applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

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 employer.

Signature of Applicant

Date

In accordance with the Minnesota Government Data Practices Act, Independent School District #363 is required to inform you of your rights as they pertain to the private data collected from you. Private data is that information which is available to you, but not to the public.

The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications for Independent School District #363 job openings.

You are not required to provide this information, however, it is necessary to determine if you qualify for employment. Disclosing of your social security number is voluntary, unless you are hired. If hired, you must disclose it in order to be in compliance with state and federal tax withholding laws. If you do not supply the required information, Independent School District #363 will not be able to consider you for employment. The use of the private data we collect is limited to that necessary for the administration and management of the district hiring process.

Persons or agencies with whom this information may be shared include:

1. Personnel Department employees
2. Central Administration employees
3. Heads of departments where job openings occur
4. Supervisors in departments where job openings occur
5. School Board Members when involved in the hiring process

Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

1. The right to be told, upon your request, whether you are the subject of stored data and whether it is classified, public, private, or confidential.
2. The right to see and obtain copies of the data maintained on you.
3. The right to be told the concepts and meaning of the data.
4. The right to contest the accuracy and completeness of the data.

To exercise these rights, contact: Superintendent Jeremy Tammi
Independent School District #363
P.O. Box 465
Northome, MN 56661

If you are hired, additional data concerning you will become public.

I have read and understand the above information regarding my rights as a subject of government data.

Signature

Date