

Education

	Name and location of institution	Graduation Degree	Subjects	
			Major	Minor
High School				
College or University				
Vocational/Technical School				
Other schools				

Professional or Trade Experiences

Omit dates of employment if employment occurred more than five years ago.

Current employer	Employer	Phone Number	Supervisor's name
	Address	Dates employed Month Year	Base salary or wage <i>Start \$</i> _____
	Job Title	TO Month Year	<i>Current \$</i> _____
	Job responsibilities		
	Reason for leaving or securing change of position		
First Previous	Employer	Phone Number	Supervisor's name
	Address	Dates employed Month Year	Base salary or wage <i>Start \$</i> _____
	Job Title	TO Month Year	<i>Current \$</i> _____
	Job responsibilities		
	Reason for leaving or securing change of position		
Second Previous	Employer	Phone Number	Supervisor's name
	Address	Dates employed Month Year	Base salary or wage <i>Start \$</i> _____
	Job Title	TO Month Year	<i>Current \$</i> _____
	Job responsibilities		
	Reason for leaving or securing change of position		

Experience Other than Professional or Trade

List all practical experiences including work experiences or work-related experiences – paid or unpaid

Type of Work	Inclusive dates From To	Employer	Address of employer

Describe any Minnesota license or certification you hold:

Minnesota Boiler License Level _____ Yes No

Food Service Certification Level _____ Yes No

Other _____

References

Give names, addresses, telephone numbers and occupations of three references that are not related to you and are not previous employers, who know your work or can attest to your qualifications.

1.	<i>Name</i>	<i>Work #</i>	<i>Employer</i>	<i>Work address</i>	<i>Position</i>
2.	<i>Name</i>	<i>Work #</i>	<i>Employer</i>	<i>Work address</i>	<i>Position</i>
3.	<i>Name</i>	<i>Work #</i>	<i>Employer</i>	<i>Work address</i>	<i>Position</i>

When may we contact your references and others listed in this application? _____

Pursuant to M.S. 15.165 you are advised that the purpose of the information you have been asked to provide are 1) accurately identify you as an applicant and 2) judge your eligibility and qualifications for a position with Annandale Schools. Any private or confidential information provided in this application shall be used only for these purposes. In the event you are employed by Annandale Schools, your name will appear on the school board agenda, a public document. Your Social Security number will be used as unique identification for payroll and human resources purposes.

Typically, interviews are not scheduled until appropriate vacancies are identified or anticipated. Applications are retained for two years. If this is a general application rather than in response to a specific posting, applicants are responsible for contacting the human resources department to reactivate this application.

VETERAN'S PREFERENCE: If you are a veteran and wish to claim veteran's preference, you must present a legible photocopy of your DD214 to the human resources department. The statute requires that a veteran who passes the test has a right to request veteran's preference points. In order to qualify, a veteran must show evidence of honorable discharge from the military service or in the case of a disabled veteran, must show he or she is entitled to disability compensation for a permanent service-connected disability rated at 50 percent or more. If your claim is approved, five or 10 additional points will be added to your final passing score.

In accordance with the requirements of the Veteran's Preference Act, Annandale Schools request the following information:

1. Please state your veteran status: _____ Yes _____ No
2. If applicable, please note your service number: _____.
3. If applicable, please state your discharge status as noted on the Department of Defense Form 214:

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4. Please submit a copy of form DD214 as evidence of your veteran status.

Applicant's statement

Candidates who receive a conditional offer are required to submit to a criminal background check. Such candidates who do not submit to a criminal background check will be considered to have voluntarily withdrawn the application for employment.

The Annandale Independent School District #876 is a smoke/tobacco free environment. Use of tobacco products in school buildings or on school property at any time is prohibited. Your signature below indicates your knowledge of this policy and your willingness to abide by it.

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

I have answered all questions truthfully to the best of my knowledge. I understand that falsifying information would be cause for termination if employed. I understand, also, that I am required to abide by all rules and regulations of the employer. I give permission to communicate with past employers and permission to contact the references listed.

Signature of applicant

Date