

Rush City Schools, District #139

www.rushcity.k12.mn.us

## Employment Application for Non-Licensed Positions

Rush City Schools is an Equal Opportunity Employer

**Applicant:** We sincerely appreciate your interest in our school district and assure you that your application will be given careful consideration. A clear understanding of your educational background and employment history will assist us in evaluating your qualifications for this position. Please take care to provide all of the requested information on this application form. DO NOT WRITE "SEE RESUME."

Position for which you are applying \_\_\_\_\_ Date \_\_\_\_\_

Are you available to work ☐ Full-time ☐ Part-time ☐ Temporary ☐ Substitute

Have you been employed by the Rush City Area Schools: ☐ Yes ☐ No If yes, give date \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Name \_\_\_\_\_

*Last Name*

*First Name*

*Middle Name*

Address \_\_\_\_\_

*Number/Street*

*City/State*

*Zip Code*

Phone Numbers \_\_\_\_\_

*Daytime*

*Evening*

*Cell*

E-Mail Address \_\_\_\_\_

Have you ever been convicted for violation of the law other than a minor traffic ticket? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please give full details on a separate sheet.)

Do you have the legal right to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTICE TO ALL APPLICANTS:** In accordance with the Immigration Reform and Control Act of 1986, it is unlawful for the School District to knowingly hire any person who is not authorized to work in the United States. In compliance with this statute, it is our intent to hire only authorized workers. All successful applicants for employment will be asked to verify that they are a United States citizen or an alien authorized to work in the United States. As a condition of continued employment, new employees will be asked to provide such verification as required by law within three (3) business days after the date of hire.

**Authorization for Background/Reference Check:** I give permission to Rush City Schools to make inquiries of references and former employers concerning my general character and past performance. I also give permission for the Personnel Office to request a character reference check and/or criminal history check from law enforcement agencies, the Bureau of Criminal Apprehension, or other screening agencies, if they wish to do so. I understand that the school district may permit me to commence my employment duties pending completion of the criminal history background check and understand that I may be terminated based on the results of that check. I authorize the agency receiving such request to give full and complete information as may be requested by Rush City Schools. I understand that the information will be treated as confidential by the District. (Note: Failure to sign this authorization may disqualify you from consideration for employment.)

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

*Rush City Schools/Employment Application for Non-Licensed Positions*

**Education:** Full information and dates are required.

Schools Attended	Name and Location	Major	Minor	Diploma or Degree	Did You Graduate?
High School					
College/University					
Graduate School					
Other					

Circle last grade completed: (High School) 10 11 12 (Post High School/College) 13 14 15 16 17 18 19

Describe any specialized training, apprenticeship, skills, and/or extra-curricular activities which will help us to better know your interests, skills, and abilities \_\_\_\_\_

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List below any licensure held (boiler, coaching, W.S.I., Praxis, etc.) \_\_\_\_\_

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List volunteer activities you have been involved with, including offices or positions held, length of involvement, and the level and nature of your responsibilities \_\_\_\_\_

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Please state any previous or current military experience \_\_\_\_\_

**Employment History:** Please provide a complete history of your work experience. If your work experience has not been continuous, indicate in detail what your occupation or activity was during the time you were not employed. This information is used to determine your qualifications for positions in our School District; therefore, please provide complete, detailed information.

Please list your **current or most recent employer first. Include dates for the last five (5) years only.** Attach additional sheets if necessary.

**I.**

Name of Employer	Title of Position	Dates From	To	Total Time Years Mos.
City and State	Name of Supervisor & Phone #	Full-Time	Part-Time	Last Salary
Describe in detail the work for which you are/were responsible:				
_____				
_____				
_____				

**II.**

Name of Employer	Title of Position	Dates From	To	Total Time Years Mos.
City and State	Name of Supervisor & Phone #	Full-Time	Part-Time	Last Salary
Describe in detail the work for which you are/were responsible:				
_____				
_____				
_____				

**III.**

Name of Employer	Title of Position	Dates From	To	Total Time Years Mos.
City and State	Name of Supervisor & Phone #	Full-Time	Part-Time	Last Salary
Describe in detail the work for which you are/were responsible:				
_____				
_____				
_____				

#### IV.

Name of Employer	Title of Position	Dates From	To	Total Time Years	Mos.
City and State	Name of Supervisor & Phone #	Full-Time	Part-Time	Last Salary	
Describe in detail the work for which you are/were responsible:					

**References:** Please give names and current addresses and phone numbers for supervisors or others who know of your work experience and can speak to your qualifications for this position.

Name	Current Address	Current Phone	Relation to Your Work

*I certify that all information provided on this application and attached documents is true, complete and correct to the best of my knowledge and belief. I understand my statements are subject to verification and that falsification on this application will disqualify me from employment or result in dismissal. I further understand that it is my responsibility to submit any changes in my availability, phone number, and address to the District in writing.*

Date \_\_\_\_\_

Applicant's Signature

## Important Facts About Information On Your Application

This application is to assist in the process of referring you to our schools and departments for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to schools/department where you may be considered for employment (in compliance with M.S. 15.165.Subd.2). If you are employed by the district, the data will be available to the Payroll Department, the Internal Revenue Service, and the Social Security Administration for payroll and tax purposes.

Private Data	Why We Ask For It	Are You Legally Obligated to Provide It?
Name	To Distinguish you from all other applicants	Yes
Address	To be able to send you notices and other correspondence.	Yes
Phone Number	To be able to contact you to determine availability for interviews.	No
Sex, Race/Ethnicity, Disability Status	To enable us to make Equal Opportunity reports as required by law and to evaluate our recruitment efforts.	No
Conviction Record	To determine whether we may legally accept your application and to determine whether your record may be a job-related consideration.	Yes

**All other information on the application is public; that is, it may be given to anyone for any purpose.**