

CLEARBROOK-GONVICK SCHOOLS

**Independent School District 2311
16770 Clearwater Lake Road
Clearbrook MN 56634
Telephone: (218)776-3112 Fax: (218)776-3117**

APPLICATION PROCEDURE

Dear Applicant:

Thank you for applying for a position with our school district. A valid application for the vacant position requires the documents listed below. To indicate items already received; we have placed an **X** in the appropriate box. Please forward the missing items at your earliest convenience.

- Formal letter of application for the vacant position.
- Completed school district "Application for District Employment."
- Resume showing your: (a) job skills, (b) job related educational training, (c) work history, (d) job related personal skill is desirable but not necessary.
- Letters of recommendation from current or previous employers are desirable but not required. However, the completed application form should include the names of supervisors (not co-workers) that may be contacted for information relating to your work history.
- Copy of document(s) showing the completion of any post-high school training or any special licenses issued by the State of Minnesota.

The appropriate school supervisor & administrators will screen all applications and select applicants to be interviewed in the near future. Applicants selected for interviews will be notified by mail or telephone. Thank you for considering our school district as a potential employer.

APPLICATION FOR SCHOOL DISTRICT EMPLOYMENT

CLEARBROOK-GONVICK PUBLIC SCHOOLS

Position for which you are applying:		
Name:		Date:
Address:		Social Security Number:
City, State, & ZIP:	Home Phone:	Cell Phone:
E-Mail Address (If available):		
Do you hold a license or certificate related to the job?	<i>If yes, please list:</i>	

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Do you have the legal right to work in the United States? Yes No (Please check appropriate box.)
2. Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying? Yes No (Please check appropriate box.)
3. Have you ever been released or discharged from employment or resigned to avoid such release or discharge? Yes No (Please check appropriate box.) If yes, please explain. Include date of discharge or resignation and reason for discharge or resignation:

EDUCATION & TRAINING: Please list college or vocation programs that you have completed. If the space provided is inadequate, attach additional information to this application:

Post High School Institution:
Degree or Training:
Dates of Attendance:
Post High School Institution:
Degree or Training:
Dates of Attendance:
Post High School Institution:
Degree or Training:
Dates of Attendance:

APPLICATION INFORMATION FOR DISTRICT VACANCY

CLEARBROOK-GONVICK PUBLIC SCHOOLS

EMPLOYMENT RECORD: List your employment, with your most recent employment first. Describe your employment history, accounting for your last two but no more than four positions. You may include volunteer and paid experience. DO NOT substitute a resume. You may attach additional information.

Most recent Employer			
Position:		No. Yrs In Position:	Dates:
Address:			
Contact Person:		Title:	Telephone:
Highest Salary:	Reasons for Leaving:		

Next Employer			
Position:		No. Yrs In Position:	Dates:
Address:			
Contact Person:		Title:	Telephone:
Highest Salary:	Reasons for Leaving:		

Next Employer			
Position:		No. Yrs In Position:	Dates:
Address:			
Contact Person:		Title:	Telephone:
Highest Salary:	Reasons for Leaving:		

