## 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."
□ histor	Resume showing your: (a) job skills, (b) job related educational training, (c) work y, (d) job related personal skill is desirable but not necessary.
•	Letters of recommendation from current or previous employers are desirable but not ed. However, the completed application form should include the names of supervisors o-workers) that may be contacted for information relating to your work history.
□ specia	Copy of document(s) showing the completion of any post-high school training or any all 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	r which you are ap	oplying:	
Name:		L	Date:
Address:			Social Security Number:
City, State,	& ZIP:	Home Phone:	Cell Phone:
E-Mail Addı	ress (If available):		
Do you hold related to th	d a license or cert he job?	ificate If yes, please list:	
LEASE AN	ISWER THE FOL	LOWING QUESTIONS:	
. Do y	ou have the lega	I right to work in the United S	States? [] Yes [] No (Please check appropriate box
Are you are appl	you able with or v ying? <b>[]</b> Yes	vithout reasonable accommo	odation to perform the functions of the job for which ate box.)
		ase list college or vocation p	programs that you have completed. If the space his application:
Post High S	School Institution:		
Degree or Ti	raining:		
Dates of Att	endance:		
Post High S	School Institution:		
Degree or Ti	raining:		
Dates of Att	endance:		
Post High S	School Institution:		
Degree or Ti	raining:		
Dates of Att	endance:		

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

# APPLICATION INFORMATION FOR DISTRICT VACANCY CLEARBROOK-GONVICK PUBLIC SCHOOLS

Next Employer				
Position:		No. Yrs Positio		
Address:		1 2 2 3 2		
Contact	Title:		Telephone	:
Person: Highest Salary:	Reasons for	Leaving:		
		or references below. Ind	ividuals listed shou	uld be other than those
who have submitted w	ritten letters of reference	ə. 		
Name	Title	Addre	ss	Phone (home and work)
1.				
2.				
3.				
ALITHODIZATION TO	DEL EACE INFORMAT	TON-		1
	RELEASE INFORMAT	ION:		
TO WHOM IT MAY CO	ONCERN:			
,		, am seeking er	nployment or volu	nteer assignment with
necessary to protect the protect the protect of my past employment of a confidential or privilation Districtory anization, company	ne safety and welfare of rily give the Clearbrook- nt, education and activition rileged nature, including at and its agents. I herely of, institution, or person for	nowledge that a complete the children in the Clearb Gonvick School District thes. I specifically authorize confidential criminal justicy release the Clearbrook urnishing information to the	rook-Gonvick Sch le right to make a to the release of an ce information to the c-Gonvick School I de district and its a	ool District. I hereby thorough investigation by and all information he staff of Clearbrook-District and any gents as expressly
	n any liability for damage ment is effective until rev	e, which may result from a voked in writing by me.	any dissemination	ot information
*SIGNATURE		DATE		
Print Full Name:		Print Full Addre	ss:	
City:		State:	Zi <sub>l</sub>	D:
-				
	*All a	applications must be signed.		