

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 (3) should be provided by individuals who can speak to your teaching abilities and professional performance, such as former employers, supervisors, principals, cooperating teachers, mentor teachers, or university supervisors who closely observed your work during student teaching.
- ☐ Copy of document(s) showing the completion of any post-high school training, college transcript, 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 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:		City, State, and Zip:	
Social Security Number:	Home Phone:	Cell Phone:	
E-Mail Address:			
Do you hold a license or certificate related to the job?	If yes, please list:		

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:
Reasons for leaving:			

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

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

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

REFERENCES: Please provide references from previous employment. References should be former supervisors or employers who can speak to your job performance. These references should not be the same as those who provided a letter of recommendation.

Name	Title	Address	Phone Number
1.			
2.			
3.			

AUTHORIZATION TO RELEASE INFORMATION:

TO WHOM IT MAY CONCERN:

I, _____, am seeking employment or volunteer assignment with the Clearbrook-Gonvick School District. I acknowledge that a complete investigation into my background is necessary to protect the safety and welfare of the children in the Clearbrook-Gonvick School District. I hereby expressly and voluntarily give the Clearbrook-Gonvick School District the right to make a thorough investigation of my past employment, education and activities, prior to my first date of employment. I specifically authorize the release of any and all information of a confidential or privileged nature, including confidential criminal justice information to the staff of Clearbrook-Gonvick School District and its agents. I hereby release the Clearbrook-Gonvick School District and any organization, company, institution, or person furnishing information to the district and its agents as expressly authorized above, from any liability for damage, which may result from any dissemination of information requested. This document is effective until revoked in writing by me.

*SIGNATURE

DATE

**All applications must be signed.*