



Independent School District No. 95 Cromwell-Wright Public School

Application for Employment

We are an Equal Opportunity Employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion or national origin, marital status, status with regard to public assistance of whatever nature or disability.

Name: (Last, First, M.I.) _____ Phone: _____

Address: _____ Email: _____

Position(s) applying for: _____

Date Available for work: _____ Hours available for work: _____

Are you a citizen of the United States: **Y N** If no, are you authorized to work in the U.S.? **Y N**

Have you ever been convicted of a felony? **Y N** If yes, please explain: _____

Education:

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

Work experience: (most recent first)

Name of Employer:		
Title & Position:	Begin Date:	Reason for Leaving:
Address:	End Date:	Hours Worked per Week:
Responsibilities		
May we contact your previous Employer for a reference? Y N		
Supervisors Name & Contact Information:		



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Title & Position:	Begin Date:	Reason for Leaving:
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Supervisors Name & Contact Information:		

Name of Employer:		
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Responsibilities		
May we contact your previous Employer for a reference? Y N		
Supervisors Name & Contact Information:		

Special skills you possess that would help in working with all ages of students/staff: _____

References: Please list three (3) professional references.

Name:	Relationship:	Address:	Phone:

*It is unlawful to knowingly hire any alien not authorized to work in the United States. Verification of all new hires will be by examining: 1) United States Passport 2) United States Birth Certificate or Social Security Card and a Driver's License, State issued I.D. Card or Alien Identification Document.

I authorize investigation of all statements contained in the application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that if this application leads to employment my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Applicant Signature

Date



Independent School District No. 95

Cromwell-Wright Public School

NOTICE TO APPLICANTS

The Minnesota Government Data Practices Act (Minnesota Statutes 15.1611-15.1698) has two sections that affect you as an applicant for employment at Independent School District No. 95.

First, under "Right of Subjects of Data" (Minnesota Statute 15.165), when you are asked to provide us with information about yourself, we must tell you:

- a. The purpose and intended use of the information.
- b. Whether you may refuse or are legally required to supply the requested information;
- c. Any known consequence arising from your supplying or refusing to supply the information;
- d. The identity of other persons or organizations authorized by state or federal law to receive the information you provide.

Secondly, under "Personnel Data" (Minnesota Statutes 15.1692), the following data on you as an applicant for employment by a public agency is automatically public*:

- a. Your veteran's status;
- b. Relevant test scores;
- c. Your rank on our eligible list
- d. Your job history;
- e. Your education and training;
- f. Your work availability

Your name is considered private** until and unless you are hired by Independent School District No. 95. If you are hired, this additional information about you will be public:

- a. Your name;
- b. Your actual gross salary and salary wage;
- c. Your actual gross pension;
- d. The value and nature of your fringe benefits;
- e. The basis for the and the amount of any added remuneration, such as expense and mileage reimbursement, in addition to your salary;
- f. Your job title;
- g. Your job description;
- h. The date of your first and last employment with us;
- i. The status of any complaints or charges against you while you work for Independent School District No. 95, whether or not they result in a disciplinary action;
- j. The final outcome of any disciplinary action taken against you as an employee of Independent School District No. 95 and all the supporting documentation about your case;
- k. Work location;
- l. Work telephone number;
- m. Honors and awards received;
- n. Payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would



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reveal the employee's reasons for the use of sick or other medical leave or other not public data;

- o. City and county of residence.

Anything not listed above which is placed in your application folder or your personnel file (such as medical information, letters of recommendation, resumes, etc.) is made by this statute private information and will not be shared with anyone but you and those members of our staff who need it to process your application or file your personnel record. No private record of yours will be shared with any outside person or agency without your informed consent, in accordance with Minnesota Statutes 15.163, Sub.4(d).

With the exception of racial and ethnic data, which Independent School District No. 95 does not collect, the data you give us about yourself is needed to identify you and to assist in determining your suitability for the position(s) for which you are applying. Racial and ethnic data would be used in summary form by the Federal/State Government Affirmative Action Department(s) to monitor protected class employment and to meet federal, state, and local reporting requirements. Furnishing racial and ethnic data about yourself, as well as your social security number, is voluntary.

You are not legally required to supply any of the other data we ask for on your application, but if you choose to withhold it, we cannot consider you for employment. If you do provide the data, your application will be considered, and if you are employed, the information you have given us as an applicant will become part of your employee record.

*"Public" means that it is available to anyone who asks to see it.

***"Private" information is available only to the person it is about and to the staff who must use it in the normal course of conducting its business.

In accordance with Minnesota Statute 15.165 (1977), I have received, read, and understand this NOTICE TO APPLICANTS concerning my rights as a subject of data.

Applicant Signature

Date