

**NON-CERTIFIED EMPLOYMENT APPLICATION**  
**SEBEKA PUBLIC SCHOOL #820**  
 200 1<sup>ST</sup> ST NW  
 P O BOX 249  
 SEBEKA MN 56477  
 218-837-5101

**I am applying for:**



- |   |   |
|---|---|
| <input type="checkbox"/> Paraprofessional         | <input type="checkbox"/> Bus Driver                         |
| <input type="checkbox"/> Secretary                | <input type="checkbox"/> Transportation Director/Supervisor |
| <input type="checkbox"/> Custodian/Maintenance    | <input type="checkbox"/> Custodial Supervisor               |
| <input type="checkbox"/> Food Service             | <input type="checkbox"/> Food Service Supervisor            |
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Accounting Technician              |
| <input type="checkbox"/> Business Manager         | <input type="checkbox"/> Other                              |

We appreciate your interest in applying for employment with Sebeka Public School. We believe that every individual should be treated fairly, equitably and without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, or age as required by Minnesota and Federal laws. Inquiries regarding compliance with these laws may be directed to the Title IX Director (Superintendent), or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Each time you apply for a position you must send a new letter of application. Applications are kept on file for a period of one year. You may use your resume to supplement this summary, however, please complete the entire application.

**PERSONAL DATA**

Name: (last, first, middle)				
Current Address	Street address:	City:	State:	Zip:
Previous Location	Street address:	City:	State:	Zip:
Home Telephone				
Cell Telephone				
Work Telephone				
Fax number		Other:		

**Date available for employment:** \_\_\_\_\_

**CHILD PROTECTION BACKGROUND CHECK:**

Have you ever been convicted of any of the following crimes? (Child abuse crimes, murder, manslaughter, felony assault, assault against a minor, kidnapping, arson, criminal sexual assault and any prostitution related crimes)  Yes  No MN. Stat. 299C.60.

Have you ever been convicted of a felony?  Yes  No

Have you ever been convicted of a misdemeanor?  Yes  No

If you answered "yes" to any of the above questions, please explain using date(s) of convictions.

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

**VETERAN'S PREFERENCE:**

If you are a veteran and wish to claim veteran's preference, you must present a legible photocopy of your DD214 to the Superintendent of Schools. If you claim is approved, five or ten additional points will be added to your final passing score.

Served in Armed Forces?  Yes  No

**PRE-EMPLOYMENT SCREENING:**

Finalists for the position of food service and/or custodian will be required to submit to a pre-employment assessment to determine the person's capability of performing the job. Finalists for the position of bus driver will be required to submit to a drug and alcohol test and bus driver physical.

**EDUCATION:**

School	Name and Location of School	Course of Study	# of years completed
High School			
College			
Other			

**PERSONAL REFERENCES:**

Name and Occupation	Address	Phone Number

**EMPLOYMENT:**

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

<b>Company Name:</b>		<b>Telephone:</b>	
<b>Street Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Name of Supervisor:</b>			
<b>Job Title/Describe Your Work:</b>			
<b>Employed (Month/year)</b>	<b>From:</b>	<b>To:</b>	<b>Weekly Pay Start: Weekly Pay Last:</b>

<b>Company Name:</b>		<b>Telephone:</b>	
<b>Street Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Name of Supervisor:</b>			
<b>Job Title/Describe Your Work:</b>			
<b>Employed (Month/year)</b>	<b>From:</b>	<b>To:</b>	<b>Weekly Pay Start: Weekly Pay Last:</b>

<b>Company Name:</b>		<b>Telephone:</b>	
<b>Street Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Name of Supervisor:</b>			
<b>Job Title/Describe Your Work:</b>			
<b>Employed (Month/year)</b>	<b>From:</b>	<b>To:</b>	<b>Weekly Pay Start: Weekly Pay Last:</b>

<b>Company Name:</b>		<b>Telephone:</b>	
<b>Street Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Name of Supervisor:</b>			
<b>Job Title/Describe Your Work:</b>			
<b>Employed (Month/year)</b>	<b>From:</b>	<b>To:</b>	<b>Weekly Pay Start: Weekly Pay Last:</b>

Explain any additional experiences, talents or skills that you possess which would be applicable to the position to which you are applying.

List any hobbies, special interests, etc.

Following are questions that pertain only to certain areas of employment. Please complete only the section(s) that applies to your application for employment.

**FOOD SERVICE:**

Do you have preference for the number of hours you work?

No Preference  Yes. If yes, how many hours per day would you like to work?

Which hours are you able to work? From: \_\_\_\_\_ To: \_\_\_\_\_

**PARAPROFESSIONALS:**

Do you have preference for the number of hour you work?

No Preference  Yes. If yes, how many hours per day would you like to work?  
Which hours are you able to work? From: \_\_\_\_\_ To: \_\_\_\_\_

Do you have a current First Aid Certificate?  Yes  No  
CPR  No  Yes  
WSI  No  Yes

**TRANSPORTATION:**

Driver License Class:  C1  C2  C3

Driver's License Number: \_\_\_\_\_

1. Have you ever been convicted of any moving traffic violation?  No  Yes If so, how many? \_\_\_\_\_
2. Have you ever had your license revoked or suspended in Minnesota or any other state?  No  Yes  
If so, why and when?
3. Have you ever been convicted of driving under the influence of alcohol, a controlled substance, or marijuana?  
 No  Yes If yes, explain, indicating date(s) of conviction:

**MAINTENANCE, CUSTODIAN, ENGINEER APPLICANTS:**

Indicate any trade cards or engineer's licenses for which you are qualified and/or hold:

**SECRETARIAL, CLERICAL, BUSINESS MANAGEMENT APPLICANTS:**

Do you want to work:  Full-time  Part-time

How many months per year:  Nine (9)  Twelve (12)

Do you prefer:  Elementary  High School  District Office  No Preference

Work Experience:

_____ General Secretarial	_____ Original correspondence	_____ Statistical work
_____ Receptionist	_____ Bookkeeping	_____ Personal Computer
_____ Word processing	_____ Data Base	_____ Spreadsheet
_____ Other		

Remarks – Comments:

**Please answer these questions in terms of what is right for you:**

In your previous work, what were your responsibilities and what did you enjoy the most?

What elements or conditions need to exist for you to do a good job?

How do you prepare for work?

Which is more important to you—to have a supportive supervisor or to have good pay and benefits?

Please describe for us an excellent employee.

Why do you want to work for Sebeka School?

event of my resignation. I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. The education, experience and reference portion of the application may have reference to my previous name of \_\_\_\_\_ (check if not applicable).

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

\_\_\_\_\_  
Date Submitted

**NOTICE:**

Please be advised that, under the provisions of the Minnesota Government Data Privacy Act, some of the data on this application may be classified as private or confidential data. This data is being collected as part of the application process and will be used by the school district for hiring decisions. You are required to provide this data, and your failure to do so will eliminate you from further consideration for employment. Administrative officers, supervisors and confidential employees of the school district who are or may be involved in the hiring decision have a right to have access to the data provided.

**ALIEN STATUS:**

After July 1, 1987, no one can be employed without proof of citizenship. The final candidate for each position will be requested to fill out an INS form. Copies of the driver's license and social security card (or other proof of citizenship) will be duplicated and kept on file.

**Sebeka Public School is an Equal Employment/Educational Opportunity Employer**