

Job Application Form – Certified Staff

I. Please forward all application materials to the following address:

Attn: Twyla Allen
Pipestone Area Schools
1401 – 7th Street SW
Pipestone, MN 56164

II. In order for a candidate to be considered, application materials must include:

- A. A completed ISD #2689 job application form;
- B. Letter of application;
- C. Resume;
- D. Three recent letters of recommendation from employers or persons knowledgeable of your working style (may be part of college/university credential file);
- E. Transcripts and credential verification materials requested by you from a college or university placement office;
- F. A copy of your current Minnesota teaching/administrative license or verification of application for a Minnesota teaching/administrative license. (If you have not yet applied for a license, send a copy of your license application as soon as you do.)

Personal Information

Name _____ Date _____

Position applying for _____

Permanent Address _____

Current Address (if applicable) _____

Phone _____ Alternate Phone _____

Present Position _____

Business Address _____

Phone _____ Present position held since _____

Name and Position of Immediate Supervisor _____

Present Salary _____ Date Available _____

May we contact your present employer? _____ Yes _____ No

Have you ever been convicted of any crime (other than a minor traffic violation)? _____ Yes _____ No

If yes, what was the disposition of the case? _____

Do you currently hold a Minnesota teaching/administrative license? _____ Yes _____ No

If you do not currently hold a Minnesota teaching administrative license, when will you be licensed? _____

If yes, in what areas are you qualified? _____

Other co-curricular areas qualified to supervise _____

Professional Preparation

Please list in chronological order with most recent experience listed first:

Degree	Institution	Major/Minor

List other achievements here (publications, fellowships, honors, consulting work, community recognition, professional organizations, etc.):

Employment History

Please list your last four (4) positions in chronological order with most recent listed first:

Institution and Location	Position	From/To	Reason for Leaving

References

Please provide two (2) personal and two (2) professional references.

Name	Position	Present Address	Daytime Phone

Essay Question

Please respond to the following question:

1. Describe the professional contribution you hope to make as an employee of ISD #2689 and how your education and work experience have helped prepare you to make this contribution. Elaborate on any special qualifications you think you have for this position.

I request that this application and my candidacy be held in strict confidence? _____ Yes _____ No

I hereby certify that all statements made on this application are true, complete and current. I authorize former employers, my references or any other person contacted by an agent of ISD #2689 in its investigation of the merits of my application, to disclose personnel records and appraisals of my performance or information about my qualifications, and release them for any liability for such disclosure.

Signature _____ Date _____