

## Job Application Form – Certified Staff

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

**Attn: Twyla Allen**  
**Pipestone Area Schools**  
**1401 – 7<sup>th</sup> 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.)

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### 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.

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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 \_\_\_\_\_