

Dawson-Boyd Public Schools

848 Chestnut Street
Dawson, MN 56232
Phone (320) 769-2955 FAX (320) 769-4502

Application for Employment

We appreciate your interest in seeking employment with the Dawson-Boyd Public Schools and assure you that your application will be given careful consideration. A clear understanding of your background and employment history will assist us in evaluating your qualifications for employment. Please take care to provide all of the requested information on this application form.

Date Specific Position Applying for (if any):

Name Last First Middle/Initial

Address Street City State Zip

(____) _____
Telephone Number E-mail address

Employment History

(Please list most recent position first)

Name/Address of Employer Position Dates

Name/Address of Employer Position Dates

Name/Address of Employer Position Dates

References for Position

Please provide names, addresses and phone numbers (both home and work) for supervisors who know of your abilities or work experience and can speak to your qualifications for this position.

Name & Occupation		Relationship to you	
Address	Phone Number (Home)	Phone Number (Work)	
Name & Occupation		Relationship to you	
Address	Phone Number (Home)	Phone Number (Work)	
Name & Occupation		Relationship to you	
Address	Phone Number (Home)	Phone Number (Work)	

General Information

Have you ever been discharged or asked to resign from a position?
(If yes, explain on a separate sheet) Yes ___ No ___

Have you ever been convicted of a violation of law other than a
minor traffic violation? (If yes, explain on a separate sheet) Yes ___ No ___

Have you been convicted of any offense involving the sexual
molestation, physical or sexual abuse, or rape of a child?
(If yes, explain on a separate sheet) Yes ___ No ___

Are you legally eligible to work in the United States? Yes ___ No ___

If you are offered a position with the Dawson-Boyd Public Schools, you must provide an executed criminal history consent form, payment is due when the form is submitted. All offers of employment or the actual performance of duties are contingent both on the results of the criminal background check being acceptable to the Dawson-Boyd Public Schools and on School Board approval in accordance with law.

DATA PRIVACY AND THE EMPLOYMENT APPLICATION PROCESS

In accordance with M.S. 13.04, the Dawson-Boyd Public School District No. 378 hereby states that its purposes for collecting private data are (1) to enable fulfillment of its obligations to employees, both potential and actual, in accordance with state and federal laws; and (2) to enable proper, effective and efficient administrative and supervisory decisions concerning the welfare of the personnel and the school district.

The applicant has no legal obligation to supply either the data requested in this application form or the data contained in an employment file. The consequences of not providing adequate and vital data, however, minimize the candidate's opportunity for employment since the process would be operating without the information required for a personnel decision. With respect to any accommodations necessary for completing your application or the interview process, the School District may be unable to provide the necessary accommodations if you do not provide the requested information.

Date provided on your application will be reviewed by various personnel within the Dawson-Boyd Public Schools for the purpose of assessing your qualifications for employment. This application will be active for one year and will remain the property of the Dawson-Boyd Public Schools. The information on this application which is classified as private data under the Minnesota Data Practices Act will not be released outside the School District without your consent except as necessary for tax or payroll purposes or as otherwise required by state or federal law.

Please read each of the following statements carefully. Your signature means that you understand and agree with the statements as printed.

1. I hereby affirm that the information provided on this application is true and complete to the best of my knowledge.
2. I further affirm my knowledge and agreement that falsified information or significant omission either on the application or during an interview (a) may disqualify me from further employment consideration, or (b) constitute statutory grounds for immediate discharge.
3. **CONSENT TO REQUEST INFORMATION**
I hereby authorize the Dawson-Boyd Public Schools to contact any or all previous employers, references, or other sources of date listed in this application or derived therefrom as it deems reasonably necessary to arrive at an employment decision.
4. **CONSENT TO RELEASE OF DATA**
I hereby authorize any and all previous employers, references, or other sources of data listed in this application or derived therefrom to release and provide to the Dawson-Boyd Public Schools any and all requested data which the Dawson-Boyd Public Schools deems reasonably necessary to arrive at a decision regarding my employment. Furthermore, I release Dawson-Boyd Public Schools and all providers of information from any liability as a result of furnishing this information.
5. I further agree that if I am employed by the Dawson-Boyd Public Schools the information requested will be treated as confidential data and I waive any right to see this information.

Date

Signature