

**Application for Employment in Non-Licensed Positions  
Substitute/Casual Workers  
Independent School District No. 2142, St. Louis County Schools  
1701 North 9<sup>th</sup> Avenue  
Virginia, Minnesota 55792**

Position Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_ School: \_\_\_\_\_

Last Name	First Name	Middle Initial
_____		

Provide all previous names:

Last Name(s)	First Name(s)	Middle Name(s)
_____	_____	_____

Are you a citizen of the United States: \_\_\_\_\_ Yes \_\_\_\_\_ No

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Current residence:

1. Street \_\_\_\_\_ Date From \_\_\_\_\_ To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**EDUCATION AND TRAINING:**

High School Name	City	State	Highest Grade Completed
_____	_____	_____	_____

Colleges / Universities/Technical Schools

1. Name(s)	City	State	Credits or Degree
_____	_____	_____	_____

2. Name(s)	City	State	Credits or Degree
_____	_____	_____	_____

**OTHER TRAINING:** (List any additional specialized training or knowledge)

\_\_\_\_\_  
\_\_\_\_\_

**LICENSES HELD:**

Type	Agency Issuing	Expiration Date
_____	_____	_____
_____	_____	_____

(Please attach a copy of current licenses)

**BUS DRIVER SUBSTITUTES MUST COMPLETE THE FOLLOWING:**

Do you possess a valid Minnesota Drivers License? \_\_\_\_\_ Yes \_\_\_\_\_ No

Driver License Number: \_\_\_\_\_

A,B, or CDL License: \_\_\_\_\_ Yes \_\_\_\_\_ No

Bus Driver Endorsement: \_\_\_\_\_ Yes \_\_\_\_\_ No

Have any of the aforementioned driver licenses ever been suspended or revoked? \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, give details:

\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE:**

Enter work experience information, **beginning with current or most recent employment.** Include military service assignments and job-related service in voluntary organizations. You may exclude organizations which would indicate race, color, national origins, disabilities or other protected status.

1. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Job Title \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Job Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

2. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Job Title \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Job Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

(List additional employment information on an additional sheet if necessary)

**Have you ever been discharged or forced to resign from any position? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**If yes, give details:** \_\_\_\_\_  
\_\_\_\_\_

REFERENCES:	Name	Address	Phone	Occupation
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**NOTE TO APPLICANTS: Do not answer this question unless you are aware of the requirements for the job for which you are applying:**

**Are you capable of performing job classification duties, with or without accommodation, as listed in the job description? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**If accommodations will be required, please describe:**

\_\_\_\_\_

<p><b>Have you ever been convicted of a felony? _____ Yes _____ No</b>  <b>Conviction will not necessarily disqualify an applicant from employment</b></p>
<p><b>Have you ever had a conviction protected by judicial disposition? _____ Yes _____ No</b></p>

### TENNESSEN WARNING

In accordance with the Minnesota Statute 13.04, subd.2, we are required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications for ISD 2142 job openings. You are not required to provide this information, however, it is necessary to determine if you qualify for employment. Disclosure of your social security number is voluntary, unless you are hired. If hired, you must disclose it in order to be in compliance with state and federal tax withholding laws. If you do not supply the required information, ISD 2142 will not be able to consider you for employment. The use of the private data we collect is limited to that necessary for the administration and management of the district hiring process. Persons with whom this information may be shared include personnel department employees, administration employees, and supervisors in the department where job openings occur.

Unless otherwise authorized by state statute or federal law, government agencies utilizing the reported private data must treat the information as private.

I have read and understand the above information.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

***St. Louis County Schools, ISD 2142, is an equal opportunity employer and will not discriminate in its employment practices on the basis of sex, race, religion, disability or national origin.***

Return application to:

ST. LOUIS COUNTY SCHOOLS  
INDEPENDENT SCHOOL DISTRICT NO. 2142  
1701 North 9<sup>th</sup> Avenue  
Virginia, MN 55792  
(218) 749-8130

**Application for any position with the St. Louis County Schools will require the completion of this application form and a completed criminal background check.**

**Upon formal hiring this application shall become part of your personnel file. Should any entry be found to be false, or should any attempt to misrepresent the truth be determined, you may be immediately dismissed, subject to the sole discretion of the School Board.**

**We Are An Equal Opportunity Employer**