



Application - Non-Instructional Positions

General Information

Name (First, Middle, Last) _____

Street Address _____ City _____ State _____ Zip _____

Telephone Number (____) _____ E-mail Address _____

Present position/employment _____ Date Available? _____

Position(s) Applying for:

- Custodial
 Clerical
 Food Service
 Kids' Choice
 Paraprofessional
 Transportation
 Other

Do you have a right to work in the United States? Yes No
 (Appropriate documentation will be required upon employment)

Education and Professional Training

NOTE: If hired, it is your responsibility to keep all applicable licenses and certifications current at all times. Failure to do so may result in immediate discharge from employment.

List high school attended, then post-high school institutions in chronological order.

Name and Location of Institution	Graduated		Type of Program	Certification (Diploma, Degree and/or Certification Earned)
	Yes	No		

Please continue on separate sheet and attach, if necessary

Describe any education or training you have which is not covered above, which you feel is relevant to the job for which you are applying.

Employment History

Include all employers since high school. Attach separate sheet, if necessary.

Employer and Location	Name of Supervisor	Telephone No.	From Mo./Yr	To Mo./Yr	Position/Duties	Reason for Leaving

Have you ever been discharged or asked to resign from prior employment? Yes No

If so, was it pursuant to a separation agreement? Yes No

If yes to either of the above, identify the employer and describe the circumstances.

Please continue on separate sheet and attach, if necessary.

Have you ever been disciplined or reprimanded (written or oral) by a previous employer? Yes No

If so, please explain the details, including the identity of the employer, the date(s), the reasons for the discipline, and the name of the supervisor involved. Attach separate sheet, if necessary.

Veteran Status

Have you completed a period of U.S. military duty exceeding 180 consecutive days? Yes No

Were you separated from such service with an honorable discharge? Yes No

Are you a disabled veteran? Yes No

Are you the spouse of a disabled veteran? Yes No

Are you the spouse of a deceased veteran? Yes No

NOTE: Veteran's preference rights will be applied only upon receipt of the Veteran's Discharge Documents (DD214). Please attach a copy of your DD214 form or forward it within 48 hours of submission of your Application.

Criminal Background Information

The School District will conduct a criminal background check on applicants. Any offer of employment is contingent on the final results of the criminal background check and final School Board action.

Have you been arrested for, charged with, or convicted of any crime (misdemeanor, gross misdemeanor or felony) regardless of whether it was dismissed? Yes No

If yes, please explain, including: (1) the date of the arrest, charge or conviction; (2) the nature and type of crime; (3) the city, county and state (or country) of the arrest, charge, or conviction; and (4) the status and/or disposition of the arrest, charge or conviction (including any plea agreement, stays, or probation/parole).

Please continue on a separate sheet and attach, if necessary.

Do you currently have any charges pending against you, other than parking violations? Yes No

If yes, please explain the nature of the charge and the circumstances.

Please continue on a separate sheet and attach, if necessary.

If you have been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child, place an "X" in this box and attach a separate sheet with the details.

If you currently have charges pending of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child, place an "X" in this box and attach a separate sheet with the details.

Employment Skills, Interests and Qualifications

ALL APPLICANTS:

Describe what makes you well suited for this position.

Why do you want to work for Inver Grove Heights Community Schools?

What specific experiences/talents do you have with regard to using technology?

Can you perform, with or without accommodation, all the essential duties of the position you seek?

Yes No With Accommodation Without Accommodation

If accommodation is requested, please describe what is requested:

Please continue on separate sheet and attach, if necessary.

Custodial Applicants:

Are you interested in night shift work? Yes No

List any licenses/certifications which you have that are related to the custodial/maintenance field.

Food Service Applicants:

Are you interested in a temporary position? Yes No

List any experience you have using commercial food service equipment.

List any certifications that you hold which relate to food service.

Transportation Applicants:

DRIVER'S LICENSES

State	License #	Type	Expiration

Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes No

If yes, please explain, including date, reason and entity which took the action.

Have you had any license, permit or privilege suspended or revoked? Yes No

If yes, please explain, including date, reason and entity which took the action.
Attach separate sheet if necessary.

Have you ever tested positive for, or refused to take, a pre-employment, random, incident related, or reasonable suspicion drug/or alcohol test requested by an employer/organization? Yes No

If yes, please explain, including date, employer or organization, results and any action taken.
Attach separate sheet if necessary.

List any motor vehicle accidents you have been involved in:

Dates	Nature of Accident	Describe any Injuries/Fatalities

Traffic Convictions and Forfeitures (other than parking violations)

Location	Date	Charge	Penalty

Paraprofessional/Secretarial/Clerical Applicants:

List any experience you have had where you taught something to other individuals.

Describe any experiences you have had dealing with Middle School or High School age children.

List computer software you are proficient in using:

Word Processing _____ Database _____
 Spreadsheets _____ Other _____

List office machines (fax, copiers, etc.) you are proficient in using. _____

Privacy Notice

The information requested on this application is intended to be used by the School District in determining suitability for employment for the position which you are currently seeking or may seek in the future. Failure to provide complete and truthful information may result in the School District being unable or unwilling to offer employment to you. This application contains both public and private data, as classified under the Minnesota Government Data Practices Act. Private data will not be released without your consent except to School District personnel and School Board members involved in the hiring process and as permitted by state or federal law. Public data collected about you during the application process will be released, upon proper request. Such data includes: veteran's status; relevant test scores; rank on eligible list; job history; education and training; work availability; and your name after you have been selected to be interviewed.

Applicant's Certification, Acknowledgement and Release

I certify that the information I have provided on this application is complete, accurate and true. I understand that any false or misleading information provided, or any omission or concealment of facts, will (1) disqualify me from consideration for employment; (2) constitute grounds for withdrawal of any offer of employment or (3) constitute grounds for my immediate discharge should I be employed by the School District.

I understand and agree that any offer of employment to me is contingent on the outcome of my background checks, including, but not limited to, criminal background checks and any required drug/alcohol testing and physical examinations. Further, any offer of employment to me is subject to School Board approval.

I hereby authorize any and all of my current and former employers (paid or unpaid) or their employees/agents, to release to the School District and its agents, any and all information, whether classified as public or private data under the Minnesota Government Data Practices Act, regarding my work history, conduct and performance. My authorization, as it applies to the release of data classified as private under the Minnesota Government Data Practices Act, expires one year from the date of my signature. I understand that such information may be used in the School District's hiring decision, and I hereby release the School District, my former employers and the employees, former employees and agents of both the School District and my former employers from any and all liability by reason of requesting, receiving or providing such information.

I understand and agree that unless otherwise defined by applicable law or employment contract, any employment relationship with Inver Grove Heights Community Schools is "at will", which means that an employee may resign at any time and the School District may discharge the employee at any time with or without cause. An "at will" employment relationship may not be modified except in writing by an authorized School District administrator.

Date _____

Applicant's Signature _____

It is the policy of Independent School District No. 199, Inver Grove Heights Community Schools, to provide equal employment opportunity to all, without discrimination on the basis or race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age. This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

Please mail or deliver application and materials to:

**Inver Grove Heights Community Schools
Attn: Personnel
2990 80th Street East
Inver Grove Heights, MN 55076**

FMLA NOTICE

The ability to qualify for FMLA is statutorily mandated and limited. As a new and/or a part-time employee chances are great that you will not meet the annual hours worked to receive FMLA. The practice of this district is to grant up to, but to not exceed, six (6) weeks of unpaid leave for the purpose of birth/adoption of a child. For those who do not qualify for FMLA, you may substitute paid leave for unpaid leave to the extent you have earned leave (i.e. sick). The employee will assume responsibility for the full cost of health benefits during this leave for any time that is unpaid.