

# St. Louis Park School District 283

## Nonlicensed Employment Application

St. Louis Park School District is an Equal Opportunity Employer

Please address this application to:  
**Human Resources**  
**St. Louis Park Schools**  
**6425 West 33rd Street**  
**St. Louis Park, MN 55426**  
**Phone -952-928-6065 Fax-952-928-6020**

**Applicant:** We appreciate your interest in our school district and assure you that your application will be given careful consideration. A clear understanding of your educational background and employment history will assist us in evaluating your qualifications. Please provide all of the requested information on the application form.

|  |             |
|--|-------------|
| Position for which you are applying: _____ | Date: _____ |
| Area(s) of licensure: _____                |             |

|   |                |                    |  |
|---|----------------|--------------------|--|
| Name _____  |                |                    |  |
| Last Name   | First Name     | Middle Name        |  |
| Address _____   |                |                    |  |
| Number and Street   | City and State | Zip Code           |  |
| Social Security Number (optional) _____   |                | Phone Number _____ |  |
| Have you ever been convicted for violation of the law other than a minor traffic ticket?<br>_____Yes _____No (If yes please give specific information on a separate sheet).   |                |                    |  |
| Are you a veteran? _____ Yes _____No. If you are a veteran (or the spouse of a deceased or disabled veteran) and wish to claim a veteran's preference, you must present a legible copy of your DD214 to the Human Resources Department. |                |                    |  |

### Education

| Schools attended      | Name and location | Major | Minor | Diploma or degree | Did you graduate? |
|-----------------------|-------------------|-------|-------|-------------------|-------------------|
| High School           |                   |       |       |                   |                   |
| College or University |                   |       |       |                   |                   |
| Other                 |                   |       |       |                   |                   |

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**References:** Please give names and current addresses and phone numbers for references who know of your ability or work experience and can speak to your qualifications for this position:

| Name | Current Address | Current Phone | Relation to Your Work |
|------|-----------------|---------------|-----------------------|
|      |                 |               |                       |
|      |                 |               |                       |
|      |                 |               |                       |
|      |                 |               |                       |

### Employment History

Please list your current or most recent employer first. Include dates for the last five (5) years only.

#### I.

|                             |  |   |           |             |                   |
|-----------------------------|--|---|-----------|-------------|-------------------|
| Name of employer            |  |   |           | dates from: | total time years: |
| City and State              |  | Name of principal/supervisor and phone number | full-time | to:         | months:           |
|                             |  |   |           | part-time   | last salary       |
|                             |  |   |           |             | hourly:           |
|                             |  |   |           |             | annual:           |
| Reason for leaving:         |  |   |           |             |                   |
| Duties and responsibilities |  |   |           |             |                   |

#### II.

|                             |  |   |           |             |                   |
|-----------------------------|--|---|-----------|-------------|-------------------|
| Name of employer            |  |   |           | dates from: | total time years: |
| City and State              |  | Name of principal/supervisor and phone number | full-time | to:         | months:           |
|                             |  |   |           | part-time   | last salary       |
|                             |  |   |           |             | hourly:           |
|                             |  |   |           |             | annual:           |
| Reason for leaving:         |  |   |           |             |                   |
| Duties and responsibilities |  |   |           |             |                   |

#### III.

|                             |  |   |           |             |                   |
|-----------------------------|--|---|-----------|-------------|-------------------|
| Name of employer            |  |   |           | dates from: | total time years: |
| City and State              |  | Name of principal/supervisor and phone number | full-time | to:         | months:           |
|                             |  |   |           | part-time   | last salary       |
|                             |  |   |           |             | hourly:           |
|                             |  |   |           |             | annual:           |
| Reason for leaving:         |  |   |           |             |                   |
| Duties and responsibilities |  |   |           |             |                   |

## St. Louis Park School District 283 - Employment Application

**Authorization for Background/Reference Check:** I give permission to the St. Louis Park School District Human Resources Office and to supervisory personnel of the District to make inquiries of the references and former employers concerning my general character and past performance. In the event that I become a finalist for employment in the District, I understand that the District will conduct a criminal history check through the Bureau of Criminal Apprehension, pursuant to Minn. State. Section 299C.60 et seq., the Minnesota Child Protection Background Check Act. I agree to provide the District with my signed consent for a criminal history check upon request, understanding that the District has a responsibility to inform me of my rights under the statute prior to such signing. (Note: failure to sign this authorization may disqualify you from consideration for employment.)

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**Notice to all applicants:** In accordance with the Immigration Reform and Control Act of 1986, it is unlawful for the St. Louis Park School District to knowingly hire any person who is not authorized to work in the United States. In compliance with this statute, it is our intent to hire only authorized workers. All successful applicants for employment will be asked to verify that they are a United States citizen or an alien authorized to work in the United States. As a condition of continued employment, new employees will be asked to provide such verification as required by law within three (3) business days after the date of hire.

I hereby certify that the statements above are true and correct to the best of my knowledge and belief. I understand my statements are subject to verification and that falsification on this application will disqualify me from employment or result in dismissal.

-----  
Date

-----  
Applicant's Signature

### Important Information about the Application

This application is to assist in the process of referring you to our schools and departments for potential employment. Certain information requested on the application is private; that is, it may be released only to you or to schools/ departments where you may be considered for employment (in compliance with M.S. Chapter 13). If you are employed by the district, the data will be available to the Payroll Department, the Internal Revenue Service and the Social Security Administration for payroll and tax purposes.

| Private Information                    | Why We Requested It  | Legally, must you provide it? |
|--|--|-------------------------------|
| Social Security Number                 | To distinguish you from all other applicants   | No                            |
| Address                                | To send any necessary applicant correspondence   | Yes                           |
| Home Phone Number                      | To allow for communication in the selection process  | No                            |
| Sex, Race/Ethnicity, Disability Status | (If requested) to enable us to make EEO reports as required and evaluate our recruitment efforts.                                    | No                            |
| Conviction Record                      | To determine whether we may legally accept your application and to determine whether your record may be a job-related consideration. | Yes                           |
| Veteran Status                         | To determine eligibility for veteran preference.   | No                            |

**All other information is public; that is, it may be given to anyone for any purpose**

