



La Crescent Montessori & STEM School

Minnesota Public Charter School District 4054

1116 South Oak Street

La Crescent, MN 55947

507-895-4054 (Phone), 507-895-4064 (Fax)

Equal Employment Opportunity

It is the policy of La Crescent Montessori & STEM School to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, or age.

Data Privacy Notice

The information requested on this application is intended to be used by La Crescent Montessori & STEM School in determining suitability for employment for the position that you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in LMA being unable or unwilling to offer employment to you. The information on this application, which is classified as private under the Minnesota Government Data Practices Act will not be released outside LMA without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

Position Desired

Title of position for which you are applying: _____

Date available to begin employment: _____

Personal Information

Name: _____
Last First Middle

Address: _____

Years at this address: _____ If less than three years, please provide previous address: _____

Home Phone: _____ Alternate Phone: _____

Email Address: _____

Social Security Number: _____

Are you either a U.S. citizen or legally eligible to hold employment in the United States?

Yes ___ No ___

List all other names under which you have been employed or under which your employment or educational records may be found.

Work/ Volunteer Experience

List all work and volunteer experience in the past seven years, beginning with most recent.

Employer Name: _____
Supervisor Name: _____
Employer Address: _____
Employer Email Address: _____
Employer Phone Number: _____
Job Title and Rate of Pay: _____
Job Duties: _____

Start Date: _____ End Date: _____
Reason for Leaving: _____

Employer Name: _____
Supervisor Name: _____
Employer Address: _____
Employer Email Address: _____
Employer Phone Number: _____
Job Title and Rate of Pay: _____
Job Duties: _____

Start Date: _____ End Date: _____
Reason for Leaving: _____

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Employer Address: _____
Employer Email Address: _____
Employer Phone Number: _____
Job Title and Rate of Pay: _____
Job Duties: _____

Start Date: _____ End Date: _____
Reason for Leaving: _____

Education

List most recent first. Include high school and/or institution issuing GED and any other additional education/courses/training taken. Do not list dates of attendance for high school.

Name of School: _____
Address of School: _____
Degree/Diploma Received: _____
Major/Minor: _____
Dates of Attendance (mm/yyyy): _____

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Address of School: _____
Degree/Diploma Received: _____
Major/Minor: _____
Dates of Attendance (mm/yyyy): _____

List/describe any other training and/or experience relevant to the position for which you are applying: _____

Language (other than English) _____ Read: Y / N Write: Y / N

Special Subjects qualified in: _____

Licensure

List current licenses, registration, or certificates relevant to the position for which you are applying.

License No.	Issued By	Date	Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Licensure Cont.

Have you ever had a license suspended, revoked, reviewed due to conduct, or has any other action been taken with respect to your license, either in Minnesota or any other state?

Yes _____ No _____

If applying for an education position, please make a brief statement of your philosophy of education:

References

These should be people in a position to discuss your qualifications for the position you seek. Include managers, directors, or heads of departments under whom you have worked. Indicate any who are related to you. The LMA board reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below. If any information is missing, you must explain why.

Name of Reference: _____
Title/Position: _____
Address: _____
Email Address: _____
Phone Number: _____

Name of Reference: _____
Title/Position: _____
Address: _____
Email Address: _____
Phone Number: _____

Name of Reference: _____
Title/Position: _____
Address: _____
Email Address: _____
Phone Number: _____

Prior Employment

Have you ever been discharged, forced to resign from employment or resign as part of a settlement agreement with an employer other than one involving a human rights charge or claim in which you were the claimant/plaintiff? Yes _____ No _____

If so, identify the employer and describe the circumstances: _____

Background Information

Have you ever been charged with a misdemeanor or felony? _____
If yes, please explain the nature of the charge and the circumstances _____

Were you convicted and/or did you plead guilty? _____
Give the date, city, state and county where convicted and any and all names your prior record may be under: _____

The LMA Board will conduct background checks on individuals upon making a contingent job offer. No offer of employment shall become final until the results of the background check(s) have been received and formal approval has been made. Background checks can include but are not limited to Minnesota BCA, county criminal record checks, USA criminal index, National sex offender registry, driving record, employment verification, credit reports, and professional license verification.

Certification, Acknowledgement and Release

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by LMA.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the La Crescent Montessori & STEM School Board and that until such approval, LMA shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application I hereby authorize any and all former employers and references named in this application, or any agent of such a former employer, to release to La Crescent Montessori & STEM School Board and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that the LMA Board will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below. I hereby release La Crescent Montessori & STEM School Board and all former employers and references listed herein and any and all liability of whatever nature by reason of requesting or providing such information.

Date _____ Signature _____

Data Practices

The Minnesota Government Data Practices Act (Minnesota Statutes 13.01-13.88) has two sections that affect you as an applicant for employment.

First, under “Rights of subjects of Data,” (MN13.04) when you are asked to provide us with data about yourself, we must tell you:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequence arising from your supplying or refusing to supply the data;
- The identity of other persons or organizations authorized by State or Federal Law to receive the data you provide.

Second, under “Personnel Data” (MN Statute 13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your Veteran’s status;
- Your job history;
- Your education and training;
- Your relevant test scores; and
- Work availability.

As an applicant, your name is considered private until you are considered to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be public:

- Your name;
- Your city and county residence;
- Your actual gross salary, salary range, and actual gross pension;
- The value and nature of employer paid benefits, including the basis for and the amount of any added remuneration to your salary;
- Your job title and job description;
- The dates of your first and last employment with us;
- The status of any complaints of charges against you while you work for the District and whether or not they resulted in disciplinary action;
- Your work location and work telephone number;
- Your education and training background;
- Honors and awards you have received;
- Time sheets or other comparable data that are only used to account for your work time for payroll purposes, and
- Your previous work experience.

All data concerning you which is placed in your personnel file and which is not listed above is private data. This private data will be available to you and to those members of District Staff needing it to process District records. In addition, the following persons or organizations are authorized by State and Federal Law to receive this data if they so request;

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The State Department of Human Rights;
- Federal Officials investigating compliance of Equal Employment opportunities
- Labor Organizations and the Bureau of Mediation Services, and;
- Data may also be made available through court order.

The data you provide is needed to identify you and assist in determining your suitability for the position for which you are applying.

You are not legally required to supply any of the data requested on your application, but if you choose to withhold any data other than your Social Security Number, we cannot consider you for employment. If you do provide the data your application will be considered and, if you are employed, the data you have given us, as an applicant will become part of your employee record.