

# EMPLOYMENT APPLICATION



As a public charter school, North Shore Community School encourages innovation related to delivery of programs and management of schools, and requires a high level of accountability for student achievement. It is tuition free and funded on a per pupil basis with state education dollars. It is open to all students and has no admissions test or any other requirement for enrollment.

Each applicant for a position at North Shore Community School (NSCS) will complete this form. If the applicant is elected and accepts a position at NSCS, the information given herein becomes a part of the teacher's professional record. Therefore, be sure that all information is accurate, complete and legible. The amount of space provided for answering some items is necessarily and purposely limited. We suggest you word the answers to these items carefully.

POSITION APPLYING FOR: \_\_\_\_\_

## PERSONAL INFORMATION

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Current Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Permanent Address (if different from above):

Street and Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Are you a United States citizen or otherwise authorized to work in the U.S. on an unrestricted basis?      Yes      No

Have you ever been convicted of a felony?      Yes      No

If yes, please explain: \_\_\_\_\_

Date available: \_\_\_\_\_ Do you prefer:      full-time      part-time?

At the time of making application, are you under contract for a school term?      Yes      No

If so, when does this contract expire? \_\_\_\_\_

## EMPLOYMENT HISTORY

Present or Most Recent Employer

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_ May we contact?      Yes      No

Reasons for Leaving: \_\_\_\_\_

Prior Employer

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_ May we contact?      Yes      No

Reasons for Leaving: \_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_ May we contact? Yes No

Reasons for Leaving: \_\_\_\_\_

**EDUCATION**

**High School**

Name and Address \_\_\_\_\_

Did you graduate? Yes No Attended from \_\_\_\_\_ to \_\_\_\_\_

If you did not graduate, did you receive your GED? Yes No

Special honors or awards: \_\_\_\_\_

**Technical or Vocational School**

Name and Address \_\_\_\_\_

Did you graduate? Yes No Attended from \_\_\_\_\_ to \_\_\_\_\_

Degree or Certification: \_\_\_\_\_ Specialty: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

**College or University**

Name and Address \_\_\_\_\_

Did you graduate? Yes No Attended from \_\_\_\_\_ to \_\_\_\_\_

Degree or Certification: \_\_\_\_\_ Specialty: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

**College or University**

Name and Address \_\_\_\_\_

Did you graduate? Yes No Attended from \_\_\_\_\_ to \_\_\_\_\_

Degree or Certification: \_\_\_\_\_ Specialty: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

**ADDITIONAL QUESTIONS**

How did you hear about this job? \_\_\_\_\_

Please describe any experiences you feel have significantly contributed to your abilities for the position you are seeking:

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

Please list any additional skills (technology, environmental education/training, etc.) which you feel may contribute to your abilities for the position you are seeking:

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

**Teaching applicants:** Have there been any disciplinary actions taken against your teaching license for sexual misconduct or attempted misconduct in Minnesota or any other state? Yes No

MN LICENSE FILE FOLDER NUMBER: \_\_\_\_\_

Your application. We sincerely appreciate your interest in North Shore Community School and the time you have taken to complete this application. We will reciprocate by giving your application serious and prompt consideration. In order for your application to be complete, you must furnish us with the following items:

1. Cover letter
2. Current résumé
3. This completed application form

If you have other questions concerning employment at North Shore Community School, or the community itself, we will try to answer them for you. Due to the large number of applicants and budget considerations, we do not notify applicants who submit incomplete applications.

Certification. The individual teacher assumes the responsibility for obtaining and renewing teaching licenses. You must register your teaching license in the business office at the time you are appointed to a position. Information on the requirements for certification and application forms may be obtained from the Director of Certification, Minnesota Department of Education, 1500 Highway 36 West, St. Paul, MN 55113-4226.

Non-discrimination Notification Policy. It is the policy of North Shore Community School not to discriminate on the basis of sex, marital status, age, race, color, national origin, economic status, sexual orientation, physical disability or religion in our educational programs, activities, or employment. Inquiries may be directed to: Director, 5926 Ryan Road, Duluth, MN 55804, phone number (218) 525-0663 or to the Director of the Office for Civil Rights, Dept. of Health, Education & Welfare, Washington, DC.

Veteran's Preference. If you are a veteran or the spouse of a deceased or disabled veteran and wish to claim veteran's preference, you must present a legible photocopy of your DD214 to the Personnel Director. If your claim is approved, five or ten additional points will be added to your final passing score.

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal.

I hereby authorize North Shore Community School to investigate any aspect of my prior educational and employment history.

Signature: \_\_\_\_\_ Date \_\_\_\_\_