



**Certified Staff Job Application Form**  
**Clarkfield Area Charter School**  
 301 13<sup>th</sup> Street, Clarkfield, MN 56223  
 Phone: 320-669-1995 Fax: 320-669-1997

(Revised 4/17/09)

Name					Date		
Address							
City		State		Zip		Phone	
E-mail Address						Are you 18 or older?	
TRA Number, if member							

**Employment Desired**

**What position are you applying for:** \_\_\_\_\_

**Availability Date:** \_\_\_\_\_

**Education and Training**

College or University Attended	Major(s)	Minor(s)	Degree
1.			
2.			
3.			
4.			

State or other certificate(s) or license(s) held:

File Folder Number: \_\_\_\_\_

Year License Expires: \_\_\_\_\_

Are you bi-lingual? \_\_\_\_\_ If yes, please list what language(s), other than English, that you speak

Additional relevant training:

A copy of License or University Certification of License eligibility required to be submitted with application.

## Employment History

Please provide relevant work experience with sufficient detail beginning with your present position.

Are you presently employed? \_\_\_\_\_

May inquiry be made of your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

1.	Name and Address of Employment:	
	Dates of Employment:	
	Title of you position:	
	Description of position:	
	Reason for leaving:	
	Starting Salary:	
	Ending Salary:	
	Supervisor:	
2.	Name and Address of Employment:	
	Dates of Employment:	
	Title of you position:	
	Description of position:	
	Reason for leaving:	
	Starting Salary:	
	Ending Salary:	
	Supervisor:	
3.	Name and Address of Employment:	
	Dates of Employment:	
	Title of you position:	
	Description of position:	
	Reason for leaving:	
	Starting Salary:	
	Ending Salary:	
	Supervisor:	
4.	Name and Address of Employment:	
	Dates of Employment:	
	Title of you position:	
	Description of position:	
	Reason for leaving:	
	Starting Salary:	
	Ending Salary:	
	Supervisor:	

### References

Name	1.	2.	3.
Address City, State, Zip			
Phone			
E-mail Address			
Years Acquainted			

### Professional Accomplishments

Honors, prizes, fellowships, and professional societies:	
Articles published and formal presentations delivered:	
Describe briefly your most significant experiences in staff development and curriculum planning as well as hobbies that impact your teaching:	

### Extra-Curricular Experiences

List relevant extra-curricular activities you have been involved in and would potentially like to be involved in at CACS.	
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### Personal Statement

In the space provided describe how you will encourage excellence, respect, teamwork, and caring at CACS and how your education and work experience have helped prepare you to make this contribution. Elaborate on any special qualifications you have for this position. (if additional space is needed please attach a single page to this application).

*Personal Statement continued:*

**Criminal Background Information**

Have you ever been charged with a misdemeanor or a felony?	_____ Yes    _____ No
If yes, explain the nature of the charge and the circumstances	
Were you convicted and/or did you plead guilty?	_____ Yes    _____ No
If yes, give the date, city, state, and county where convicted	

*The School will conduct a criminal background check on individuals upon making a contingent job offer. No offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the School District, and approval by the School Board.*

**Certification, Acknowledgment and Release**

I certify the answers I have given on this application are true and correct to the best of my knowledge. I understand any false or misleading information provided, and 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 the Clarkfield Area Charter School.

I understand, acknowledge, and agree that no offer of employment is valid or binding until formal approval by the School Board and until such approval Clarkfield Area Charter School 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 Clarkfield Area Charter School and its agents any 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 Clarkfield Area Charter School 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 Clarkfield Area Charter School and all former employers and references listed herein and any and all agents acting on behalf of said School, former employers or references, for any and all liability of whatever nature by reason of requesting or providing such information.

<b>I AGREE</b> (yes or no)	
Signature	Date

Attach additional resume or application letter.

Please return this application to:     Human Resources Director  
    Clarkfield Area Charter School  
    301 13<sup>th</sup> Street  
    Clarkfield, MN 56223