

Employment Application Instructions

General Information

- **IMPORTANT! You must complete all parts of the application.** Read the job announcement carefully before you apply. Announcements may contain special instructions and requirements.
- Submit a separate application for each job. Type or print clearly in dark ink. Applications in pencil will not be accepted. Legible photocopies are acceptable.
- We cannot be responsible for failure of other agencies or postal services to forward applications by the deadline. Applications will not be accepted unless they are postmarked on or before the closing date of the job announcement.
- If your application is incomplete or does not clearly show the experience and/or training required, your application will be rejected.
- **Resumes may be submitted with the application but not in lieu of a completed application.**
- For jobs with an experience and training rating, your score will be determined by an evaluation of the job related experience and training you describe on the application form. **Please be complete.**
- Your application and all attachments become the property of Independent School District No. 2342 and will not be returned. Keep a copy of your completed application form for your records if necessary.
- You are welcome to submit an application whether or not there are any jobs available at the time.

However, your application will only be kept for six (6) months and you must call the District Administrative Office to have your application considered for a specific position that is advertised.

Important Facts About Information On Your Application

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies you may be considered for employment (to comply with M.S. § 13.43, Subd. 2). If you are employed, the data will be available to the Payroll Department, the Internal Revenue Service and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the District Administration Office by letter.

Private Data	Why we ask for it?	Are you legally obligated to provide it?	What may happen if you don't provide it?
Name	To distinguish you from others.	Yes	Failure to provide information may be cause for rejecting application
Address	To send mail regarding job.	Yes	Failure to provide information may be cause for rejecting application.
Home Phone	To enable us to contact you for interview	No	We may not be able to employ you in certain jobs.

Please complete, sign and date a background screening authorization form and submit it along with your application to the district office via email at coachs@isd2342.org or via mail to West Central Area Schools, 301 County Road 2, Barrett, MN 56311