



West Central Area Schools

301 County Road 2
Barrett, MN 56311

Employment Application

WCA Schools ISD #2342 is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a district representative.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Position Applied for: _____

Date Available: _____ Desired Salary: \$ _____

Are you a citizen of the United States? YES NO YES NO
 If no, are you authorized to work in the U.S.?

In accordance with the Immigration Reform and Control Act of 1986, Independent School District No. 2342 hires only U.S. Citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program.

Have you ever worked for this organization? YES NO If yes, when and what position? _____

Do you have any relatives working for the school district? YES NO If yes, please provide relationship _____

Have you ever been convicted of a felony? YES NO _____

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Previous Employment

Company: _____ Phone: _____

Address: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 Supervisor's Name: _____

Company: _____ Phone: _____

Address: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 Supervisor's Name: _____

Company: _____ Phone: _____

Address: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 Supervisor's Name: _____

Volunteer Experience

Please list any relevant volunteer experience

Activity: _____

Organization: _____ Length of Service: _____

Supervisor: _____ Phone Number: _____

Activity: _____
Organization: _____ Length of Service: _____
Supervisor: _____ Phone Number: _____

Activity: _____
Organization: _____ Length of Service: _____
Supervisor: _____ Phone Number: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Achievements

Please list relevant current professional memberships, registrations or licenses (include date issued):

_____ Date: _____
_____ Date: _____
_____ Date: _____

Disclaimer and Signature

I understand that Independent School District No. 2342 has the right to verify information provided in this application. If there are any misrepresentations on this application or my resume or made by me in an interview, which may be discovered now or anytime in the future, I may be discharged for cause without severance pay of any kind. False information or misrepresentation may also subject me to the penalty provisions of M.S. § 43A.39.

In connection with this application for employment, I authorize Independent School District No. 2342 and any agent acting on its behalf to conduct any inquiry into any job related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the School District and any agent acting on its behalf from any and all liability by reason of requesting information from any person.

- Yes or Yes, but not present employer until job is offered
- No (we may be unable to hire you without this information).

I declare that any and all statements made in this application or information provided are true and complete and hereby acknowledge that I have read and understand the information contained herein.

Signature: _____ Date: _____

