

**Holdingsford Public Schools
Employment Application
PO Box 250 Holdingsford, MN 56340
320-746-4307**

This application will remain active for no longer than 6 months. All job openings will be advertised regardless of whether or not active applications are on file. Applications in the absence of an advertised job opening will not enjoy a higher or lower priority than those received as a result of the advertisement of a particular job opening. Recommendations are made to the school board on the basis of qualifications. The school board remains the final authority in all matters related to hiring.

Preliminary job screening will include an evaluation of this application form along with any additional information you may wish to provide in the form of a resume, placement file, letters of recommendation, or similar documentation.

NAME _____ PHONE # _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

TODAY'S DATE _____

POSITION: TEACHER ASST. _____ COOK _____ CUSTODIAL _____ SECRETARY _____

SUB _____ OTHER: _____

EDUCATION HISTORY

<u>High School/Vocational/College</u>	<u>Type of Training Diploma/Degree Received</u>

EMPLOYMENT HISTORY

<u>Employer: Name & City</u>	<u>Type of Work</u>	<u>How Long Worked</u>	<u>Reason Left</u>	<u>Last Wage</u>

Can you type? Yes ____ No ____ Have you had any experience working with computers. Please Explain.

Do you have any special skills, knowledge or experience which would make you a good candidate for the job for which you are applying? (electrical, mechanical, carpentry, automotive, cooking, etc.) Explain

List any other information which you feel may better explain your qualifications for employment.

REFERENCES; Name 3 people that have known your work abilities for at least 1 year. Do not list relatives.

Name	City	Phone #	Occupation or why listed here

I hereby give permission for Holdingford Schools to contact my current/former employer/s.

I hereby certify that all the questions are correctly and truthfully answered and I authorize Holdingford Public Schools to contact my former employers and references regarding my character and qualifications. I understand that any misleading or untruthful statements will render this application void, and if employed, would be just cause for immediate dismissal. I further certify that I am not a habitual user nor addicted to drugs or alcohol. I also understand that I may attach other documentation such as resumes, letters of recommendation and placement files to this application.

Veteran’s Preference: If you are a veteran and wish to claim veterans' preference, you must present a legible photo copy of your “DD214” (notice of discharge) to be attached to this application.

Do you wish to claim Veteran’s Preference? Yes _____ No _____

Applicants Signature _____ Date _____

FMLA regulations require all employers to post the [updated FMLA notice](#).

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Committed to Workforce Equity, Diversity and Inclusion

Holdingford Public Schools, District 738 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.