



SPECTRUM HIGH SCHOOL
SCHOOL DISTRICT NO. 4160
17796 Industrial Circle NW ELK RIVER, MN 55330
763.241.8703 763.633.1380 Fax
www.spectrumhighschool.org

CLASSIFIED APPLICATION - Applying For: _____

Circle Any: 12-month Part-Time Substitute School Term

Applicant Information

Last Name		First Name		Middle Name		Other Name	
Street Address			Apt #	City		State	Zip
Home Phone ()				Cell Phone or Work Phone ()			
Email Address				Social Security or Government ID # (needed upon hiring)			
Birth Date (needed upon hiring)				Wage/Salary \$ _____		Disbursement 10 mo/11 mo/12 mo/Other	
Emergency Contact Name & Relationship				Emergency Contact #			

Education

High School Graduate? Y or N				Diploma Received? Y or N	
School Name			School Location		
College/Univ, Technical, Other		Yrs Complete 1 2 3 4 _____		# Sem Credits _____	
Date, Type, and Area of Degree:					
School Name			School Location		
Graduate School		Years Completed 1 2 3 4		Date, Type, and Area of Degree:	
School Name			School Location		

Technical Skills / Specialized Training

Describe all skills and training qualifying you for the position, including licenses (i.e. boiler license):

Continuing Education or Training

List any continuing education or training relevant to the position:

References

List the name, title, company name, and phone number of three supervisors who have observed your work:

Employment History - List most recent employer first

Employer Name	Start Date	End Date
Address	Position Held	Most Recent Pay Rate
City State Zip	Immediate Supervisor	Hrs/Week

Employer Name	Start Date	End Date
Address	Position Held	Most Recent Pay Rate
City State Zip	Immediate Supervisor	Hrs/Week

Employer Name	Start Date	End Date
Address	Position Held	Most Recent Pay Rate
City State Zip	Immediate Supervisor	Hrs/Week

1. Have you been the subject of any disciplinary action (oral and/or written reprimands, etc.) by a previous employer for sexual misconduct or attempted misconduct in MN or any other state?
.....No Yes (attach information)

2. Have you ever been discharged or asked to resign for alleged misconduct, alleged unsatisfactory performance or alleged improper or illegal acts?..... No Yes (attach information)

3. Have you been convicted, pled guilty or pled no contest to a felony?.....
.....No Yes (attach information)

4. Have you ever been arrested?.....No Yes (attach information)

May we contact your current employer?.....No Yes

Name: _____

Address: _____

Telephone No.: _____

Veteran's Preference:

Are you a veteran of U.S. Military Service?.....No Yes

Are you a spouse of a disabled or deceased veteran?.....No Yes

Purpose and intended use of this information? To determine your qualifications as a candidate for employment or, if hired, to provide information about you.

Are you required to supply this information? You are not required to respond to all of the requests for data on this application. However, incomplete information may limit the ability of Spectrum High School to evaluate your qualifications.

Consequence of not supplying information? If you do not supply information, determination of your qualifications will be made without your input.

Who will receive this information? The information provided by you on this application may be reviewed by various personnel to evaluate your qualifications.

If you are hired, or if required pursuant to court order, data on this application may be provided to:

- Bureau of Census
- Minnesota Department of Education Services
- Minnesota Department of Economic Security
- Officials of the Equal Employment Opportunity Commission and Minnesota Department of Human Rights
- Federal, State and County Auditors
- Labor Organizations and the Bureau of Mediation
- Other individuals or entities pursuant to court order

I understand this application does not constitute an employment contract of any kind. I understand that all offers of employment are contingent upon a satisfactory criminal background check.

The above information is true and complete to the best of my knowledge without omission of any kind. Should I be employed by Spectrum High School, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The School District has my permission to obtain all necessary information from the references I have listed or any other sources concerning my prior employment and personal history; I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the School District.

How did you find out about the job vacancy you are applying for?

- www.spectrumhighschool.org
- EdPost
- Newspaper (specify) _____
- Other _____

Signature

Date

Return this application form completed to:

Spectrum High School
17796 Industrial Circle NW
Elk River, MN 55330

Intentionally submitting false or incomplete information is grounds for dismissal.

EQUAL OPPORTUNITY EMPLOYER