**Barnesville Public Schools Application Form**

**Certified Staff**

1. Please forward all applications to: **Attention: Dr. Jon Ellerbusch Superintendent of Schools Barnesville Public Schools ISD # 146**

**310 5th St. SE**

**Barnesville, MN 56514**

*Barnesville Public Schools, ISD # 146 is an equal opportunity employer*

2. In order for a candidate to be considered, the following application materials must include:

A. A completed ISD #146 Certified Job Application Form; B. Letter of Application;

C. Resume’;

D. Three recent letters of recommendation from employers or persons knowledgeable

of your working style and ability (maybe part of a college / university credential file); E. Official transcripts and credential verification materials requested by you from a

college or university placement office;

F. Copy of your current and valid Minnesota teaching / administrative license or verification of application for Minnesota teaching / administrative license. (If you have not yet applied for a license, send a copy of your license application as soon as possible)

G. If appropriate, verification of passing scores on the pre-professional skill test as required in Minnesota

**PERSONAL INFORMATION**

Name: Date:

Position Applying for:

Permanent Address:

Current Address (if applicable):

Phone: Cell Phone:

Present Position: \_Since:\_

Business Address:

Name and Position of Immediate Supervisor:

Date Available: Present Salary:

May We Contact Your Employer: Yes No

**NOTICE:** *All applicants / candidates for employment in ISD #146 are subject to and pending formal approval of the school board in addition to the successful completion of a criminal background check.*

Do you currently hold a Minnesota teaching / administrative license? Yes No

If yes, in what areas are you qualified?\_

If you DO NOT currently hold a Minnesota teaching / administrative license, when will you be licensed?

List co-curricular areas of expertise and / or co-curricular areas you are qualified to supervise or provide instruction.

**PROFESSIONAL PREPARATION**

Please list in chronological order with most recent experiences listed first:

**Degree Institution Major/Minor**

Please list other achievements here (honors, community recognition, professional organizations, publications, fellowships / scholarships, etc):

**EMPLOYMENT HISTORY**

Please list your last four positions (minimum) in chronological order with most recent first.

**Institution & Location Position From / To Reason for Leaving**

**REFERENCES**

Please provide two (2) professional and two (2) personal/character references

**Name Position Present Address Daytime Phone**

I request that this application and my candidacy be held in strict confidence up until being considered as a finalist for any vacancy for this application is being made. Yes No

**ESSAY**

Please respond to the following question:

Describe the professional contribution you intend to make as an employee of ISD # 146. How has your education and work experience prepared you to make a significant contribution to the Barnesville Public School system? Please elaborate and describe in detail any special qualifications you have that will make you the best candidate for this job.

***I hereby certify that all statements made on this application are true, complete, and current. I***

***authorize former employers, my references, or other persons contacted by an agent of ISD***

***#146 in its investigation of the merits of my application, to disclose personnel records and***

***appraisals of my performance or information about my qualifications, and release them for any liability for such disclosure.***

Applicant Signature: Date:

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