



## Employment Application

Thank you for your interest in employment with Arcadia Charter School. Arcadia is an equal opportunity employer. Selection of applicants will be made without discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, economic, disability, sexual orientation or age.

The information requested on this application may be used by Arcadia in determining the suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete and accurate information may result in Arcadia being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, Arcadia may be unable to provide the necessary accommodations if you do not provide the requested information. The information on this application, which is classified as private data under the Minnesota Government Data Practices Act, will not be released outside Arcadia without your consent except as necessary for tax purposes or as otherwise required by State or Federal law.

In accordance with the Immigration Reform and Control Act of 1986, it is unlawful for Arcadia to knowingly hire unauthorized workers. If hired, you will be required to provide proof that you are a United States citizen or an alien authorized to work in the United States. As a condition of employment, new employees will be required to provide such verification as required by law within three (3) business days after the date of hire.

Date: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Employment Desired:  Full-Time Only  Part-Time Only  Full-Time OR Part-Time

How many hours can you work weekly? \_\_\_\_\_ Can you work nights?  Yes  No

Do you have any needs that may necessitate accommodations in the application/interview process?  Yes  No

If yes, please describe the type of accommodation requested: \_\_\_\_\_

How did you hear about the position you are applying for?  Star Tribune  Northfield News  EdPost

Faribault News  Arcadia Website  Other Website (be specific): \_\_\_\_\_

Other \_\_\_\_\_

### PERSONAL INFORMATION

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

## GENERAL INFORMATION

1. Date Available to Begin Employment: \_\_\_\_\_
2. If you are under age 18, please list age: \_\_\_\_\_
3. Are you either a U.S. citizen or legally eligible to work in the United States?  Yes  No
4. Have you ever worked for Arcadia before?  Yes  No

If yes, give approximate dates, position(s) held and name if different than above: \_\_\_\_\_  
\_\_\_\_\_

5. Are you related to anyone who works for Arcadia?  Yes  No

If yes, give name and relationship: \_\_\_\_\_

6. Are you fluent in any language(s), including sign language, other than English?  Yes  No

If yes, which language(s): \_\_\_\_\_

7. Do you have a valid Minnesota drivers license?  Yes  No

8. Have you had any moving violations in the last three (3) years?  Yes  No

If yes, please explain: \_\_\_\_\_

## LICENSES

List current licenses, registrations or certificates required for the job that you are applying for.

License or Certificate Type	Date First Issued	Expiration Date

Have you ever had a license to teach suspended, revoked or has any other action been taken, with respect to your teaching license, either in Minnesota or any other state (this includes disciplinary action for sexual misconduct or attempted sexual misconduct with a student)?  Yes  No

If yes, please explain the circumstances: \_\_\_\_\_  
\_\_\_\_\_

All applicable licenses or certifications must be received by Arcadia prior to employment. If hired, it is your responsibility to keep a current license on file at all times. Failure to do so may result in discipline up to and including termination.

## CRIMINAL BACKGROUND INFORMATION

Arcadia will conduct a criminal background check on individuals upon making a contingent job offer. No offer of employment shall become final until the criminal background check is received, the content of which is acceptable to Arcadia, and approved by Arcadia.

1. Do you have any misdemeanor or felony charges pending?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been convicted of a misdemeanor or a felony?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

3. Have you ever been convicted of any offense involving the sexual molestation, physical abuse or neglect, sexual abuse or rape of a child?  Yes  No

## EDUCATION

Please attach additional sheets if necessary.

Name of high school, college, technical, trade, business or other schools attended	Location	Dates Attended		Major or Program Title	Degree or Certificate Granted
		From	To		

## WORK EXPERIENCE

Please print clearly. List your work experience for the past five years beginning with your most recent work experience (list each experience separately even in the same organization). Attach additional sheets if necessary. Be sure to include all information requested below.

Experience #1 (Current or Most Recent Employer)			
Name of Employer:		Employer Phone Number:	
Employer Address:			
Your Last Job Title:		Employment Dates: From _____ To _____	
Last Supervisor:	Hours Per Week:	Pay or Salary: Start _____ Final _____	
<b>Major Job Duties Performed</b>			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
Reason for leaving (be specific):			
May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> YES, but not until job is offered <input type="checkbox"/> NO			
Experience #2			
Name of Employer:		Employer Phone Number:	
Employer Address:			
Your Last Job Title:		Employment Dates: From _____ To _____	
Last Supervisor:	Hours Per Week:	Pay or Salary: Start _____ Final _____	
<b>Major Job Duties Performed</b>			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
Reason for leaving (be specific):			
May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> YES, but not until job is offered <input type="checkbox"/> NO			

<b>Experience #3</b>			
Name of Employer:		Employer Phone Number:	
Employer Address:			
Your Last Job Title:		Employment Dates: From _____ To _____	
Last Supervisor:	Hours Per Week:	Pay or Salary: Start _____ Final _____	
<b>Major Job Duties Performed</b>			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
Reason for leaving (be specific):			
May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> YES, but not until job is offered <input type="checkbox"/> NO			
<b>Experience #4</b>			
Name of Employer:		Employer Phone Number:	
Employer Address:			
Your Last Job Title:		Employment Dates: From _____ To _____	
Last Supervisor:	Hours Per Week:	Pay or Salary: Start _____ Final _____	
<b>Major Job Duties Performed</b>			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
Reason for leaving (be specific):			
May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> YES, but not until job is offered <input type="checkbox"/> NO			
<b>Experience #5</b>			
Name of Employer:		Employer Phone Number:	
Employer Address:			
Your Last Job Title:		Employment Dates: From _____ To _____	
Last Supervisor:	Hours Per Week:	Pay or Salary: Start _____ Final _____	
<b>Major Job Duties Performed</b>			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
Reason for leaving (be specific):			
May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> YES, but not until job is offered <input type="checkbox"/> NO			

## REFERENCES

These should be people in a position to discuss your qualifications for the position you seek. Arcadia reserves the right to contact all prior employers or educational institutions in addition to the references listed below.

Reference #1		
Name:	Title:	Phone #:
Address:		
Reference #2		
Name:	Title:	Phone #:
Address:		
Reference #3		
Name:	Title:	Phone #:
Address:		

## VETERAN'S PREFERENCE

To qualify for veteran's preference points during the screening process you must meet all of the following:

1. Have separated under honorable conditions from any branch of the U.S. armed forces;
2. Have served on active duty for 181 consecutive days or more OR for the full period ordered to active duty OR have separated by reason of disability incurred while serving on active duty;
3. Are a United States citizen or resident alien;
4. Not be eligible for or currently receiving a monthly veteran's pension benefit based on length of military service.

Please check any that apply.

- I am a non-disabled veteran (5 points)
- I am a disabled veteran with a currently existing, compensable, service-connected disability as judged by the U.S. Veteran's Administration or by the Retirement Board of the Branches of the Armed Forces (10 points)
- I am the widow/widower (not remarried) of a deceased veteran (5 points)
- I am the spouse of a disabled veteran who cannot work because of the disability (10 points)

If you checked any box above you must provide Arcadia with a copy of your DD214 form before the preference points will be granted.

## CERTIFICATIONS, ACKNOWLEDGEMENT AND RELEASE

I certify that the information that I have provided on this application is accurate and complete to the best of my knowledge. I understand that false or misleading information provided or any omission or concealment of facts on this application (or any other accompanying or required documents) will disqualify me from consideration for employment and constitutes grounds for my immediate termination should I become employed by Arcadia.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Arcadia creates an actual or implied contract of employment. I understand that, if I accept employment with Arcadia, it will be on an at-will basis. This means that either Arcadia or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by Arcadia. I release Arcadia and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

In connection with this application for employment, I authorize Arcadia and any agent acting on its behalf to conduct an inquiry into any job related information contained in this application. This includes my records maintained by an education institution relating to academic performance such as transcripts, previous employment and all other aspects of my background relevant to my proposed employment. I release Arcadia and its employees from all liability arising from such investigation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, Arcadia Charter School is required to inform you of your rights as they relate to the private information collected from you. Private data is information which is available to you, but not to the public; the personal information we collect about you is private. Minnesota Statutes 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment with Arcadia Charter School. All data collected is considered private except for the following:

- (1) Your veteran's status
- (2) Relevant test scores
- (3) Your rank on our eligibility list
- (4) Your job history
- (5) Your education and training
- (6) Your work availability

Your name is considered private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules, and regulations of Arcadia Charter School. Furnishing social security numbers, date of birth (unless a minimum age is required), sex, age group, and disability data is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered.

Private data is available only to you, to appropriate school employees, and others as provided by state and federal law who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment which is not designated in this notice as private data.

Except for race, sex, age, and disability data, the information you give us about yourself is needed to identify you and to assist Arcadia Charter School in determining your suitability for the position for which you are applying. Race, sex, age, and disability data are used in summary form by Arcadia Charter School to monitor protected class employment and to meet federal, state, and local reporting requirements.

I declare that I have read and understand the information given above regarding the Minnesota Data Practices Act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_