



Ogilvie Public Schools

333 School Drive, Ogilvie, MN 56358

320-272-5000

www.ogilvie.k12.mn.us

Employment Application

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State Country ZIP Code

Phone: () Phone: ()

E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Have you ever worked for this company? YES NO If yes, when?

Education

High School: _____ Address: _____
Did you graduate? YES NO

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

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

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

References

Please list three professional references.

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

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

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

Previous Employment

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Why are you interested in this position?

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain:
Do you wish to claim veteran's preference?

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records.

* Are you eligible to work in the United States?

* Have you ever had any indicated finding of child abuse filed in your name?
If yes, explain, giving dates:

* Does your name appear on any Sex Offender Database in any state or country?

Equal Opportunity Employer

Ogilvie Public Schools is an Equal Opportunity Employer. Ogilvie Public Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Any individual needing assistance in making application for any opening should contact the superintendent.

Disclaimer and Signature

CERTIFICATION, ACKNOWLEDGEMENT, AND RELEASE

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment and constitutes grounds for my immediate dismissal should I be employed by the Ogilvie School District. In connection with this application I authorize any and all former employers and references named in this application or any agent of such former employer, to release to Independent School District No. 333, Ogilvie, and its agents any and all information regarding my job performance and fitness/qualifications to perform the duties of the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that Independent School District No. 333 will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature below. I hereby release Independent School District No. 333 and all of my former employers and references listed herein, and any and all agents acting on their behalf, from any and all liability of whatever nature by reason of requesting or providing such information.

Signature: _____ Date: _____

As of August 1, 2015, Ogilvie Public Schools implemented a pre-employment drug and alcohol testing requirement in accordance with Policy #416. This policy can be viewed at www.ogilvie.k12.mn.us – under District page/policies, or a print copy may be requested from the office (320-272-5000).