

**BUFFALO LAKE-HECTOR-STEWART PUBLIC SCHOOLS**

P. O. Box 307  
Hector, MN 55342  
320-833-5311

**"An Equal Employment Opportunity/Affirmative Action Employer"  
NON-CERTIFIED EMPLOYMENT APPLICATION**

Please follow these general instructions:

1. No more than FOUR jobs may be applied for on this form.
2. A resume WILL NOT be accepted in lieu of any part of this form.
3. DO NOT send a transcript. You will be advised if one is required.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NO. (home): \_\_\_\_\_ PHONE NO. (work): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE AVAILABLE FOR EMPLOYMENT: \_\_\_\_\_

POSITIONS YOU ARE APPLYING FOR:

- 1.
- 2.
- 3.
- 4.

WORKING CONDITIONS: Rate of pay you will accept - \$

Will you accept:	Temporary Work?	YES	NO
	Part-time Work?	YES	NO
	Full-time Work?	YES	NO
	Evening or Night Work?	YES	NO

ARMED FORCES: YES NO BRANCH: \_\_\_\_\_ RANK AT DISCHARGE: \_\_\_\_\_

Have you ever been involuntarily discharged or fired? YES NO

If yes, please explain:

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COLLEGE OR VOCATIONAL TRAINING (Business, Trades, and Technical):

Name and Location:	FROM		TO		Major Subjects or Coursework	Total Hours In Major	Degree or Diploma Issued
	Month	Year	Month	Year			

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PERSONAL REFERENCES (Excluding Relatives):

Name and Occupation: Address: Phone Number:

1.

2.

3.

\*\*\*\*\*

EMPLOYMENT (Please give accurate and complete employment record. Start with most recent employer).

1. Company Name: Address: Telephone: Employment Month/Year From: To:

Name of Supervisor: Weekly Pay Start: Last:

Reason for Leaving:

Job Title and Description:

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2. Company Name: Address: Telephone: Employment Month/Year From: To:

Name of Supervisor: Weekly Pay Start: Last:

Reason for Leaving:

Job Title and Description:

\*\*\*\*\*

3. Company Name: Address: Telephone: Employment Month/Year From: To:

Name of Supervisor: Weekly Pay Start: Last:

Reason for Leaving:

Job Title and Description:

\*\*\*\*\*

1. In your previous work, what did you enjoy the most?

2. Which is more important to you - to have a good supervisor or to have a good pay and benefits?

3. Please describe for us an excellent employee?

4. Why do you want to work for the Buffalo Lake-Hector-Stewart School System?

5. Are you able to do the job that you are applying for? Are you able to lift 50#?

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I give permission to communicate with past employers, personal references, credit references, and schools. I have answered all questions to the best of my knowledge. I agree to give ISD #2159 at least fourteen (14) days prior notice in the event of my resignation. I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified or incomplete statements on this application shall be considered sufficient cause for dismissal.

Veteran's Preference: If you are a veteran or a spouse of a deceased or disabled veteran and wish to claim veteran's preference, you must present a legible photocopy of your DD214 with this application.

All applicants will receive a consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, medical condition or physical handicap.

Employment offers made by any employee of ISD 2159 (Buffalo Lake-Hector-Stewart Schools) are not final. The board of education shall give final approval to all employment recommendations. Final employment is contingent upon a satisfactory background check and possession.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_