



*DaVinci Academy of Arts and Science*

13001 Highway 65  
Blaine, MN 55434  
(763)754-6577 Fax: (763)754-6578

**Employment Application**

Name: \_\_\_\_\_  
Last Name First Name Middle Name

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone 1: (\_\_\_\_) \_\_\_\_\_ (Cell/Home/Work)

Telephone 2: (\_\_\_\_) \_\_\_\_\_ (Cell/Home/Work)

E-Mail: \_\_\_\_\_

Type of position for which you are applying (Check all that apply):

- Teaching (Requires Licensure)
- Paraprofessional/Educational Assistant
- Office Staff
- Administrative
- Other

Earliest Start Date: \_\_\_\_\_

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In accordance with the Minnesota Government Data Practices Act, DaVinci Academy of Arts and Science #4185 is required to inform you of your rights as they pertain to the private information collected from you. The following information that you provide on the Application for Employment is considered private data:

Section I: Name, home address, and cell/home number

Section II: Employment history regarding reason for leaving previous employment, and salary

Section V: Reference information

Section VI: Background information

## Employment Application

We ask for this information to enable an effective and efficient selection process, including but not limited to the following: to distinguish you from all other applicants and identify you in our personnel files; to enable us to verify that you are the individual who makes the application; to enable us to contact you when additional information is required, to send you notices and/ or schedule you for interviews; to conduct proper investigations if you are applying for a position; to determine whether or not any conviction record is a job-related consideration affecting your suitability for the position you applied for; and to meet federal and state reporting requirements. Refusal to supply required information may mean that your application for employment will not be considered. Private data is available only to you and other DaVinci Academy employees whose assignments reasonably require access to the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process, which is not designated in this notice as private data.

In accordance with the Minnesota Government Data Practices Act, I have been informed of and understand my rights.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**II EXPERIENCE – Employment History** – Please provide a complete history of your work experience. Attach additional pages if necessary. This section must be completed. Please do not write “see resume”. Please list most recent employment first.

.....  
Employer (most recent): \_\_\_\_\_ Position \_\_\_\_\_

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

May we contact your supervisor:  Yes  No If no why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

.....  
Employer (next most recent): \_\_\_\_\_ Position \_\_\_\_\_

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

May we contact your supervisor:  Yes  No If no why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

# Employment Application

Employer (next most recent): \_\_\_\_\_ Position \_\_\_\_\_

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

May we contact your supervisor:  Yes  No If no why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

If there have been gaps (including leaves of absence) in your employment, indicate in detail the specific dates and what your occupation or activity was during this time. \_\_\_\_\_

### III. Educational Record

Type of School	Name and Address of School	Major Subject(s)	Minor Subject(s)	Licensure Program Completed	Diploma / Degree
High School					
College					
Graduate School					
Other					

# Employment Application

## IV. ADDITIONAL TRAINING, SKILLS, & ABILITIES

1. Do you hold any current licenses (other than teaching), certifications and/or registrations? If so, state the type/class and date received.

\_\_\_\_\_  
\_\_\_\_\_

2. Describe any special training or classes you have taken (other than college coursework) that are related to the type of employment you are seeking.

\_\_\_\_\_  
\_\_\_\_\_

3. Describe any other qualifications/skills you possess that relate to the position for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_

4. Describe any equipment you have operated. Include computer hardware and software programs, if applicable.

\_\_\_\_\_  
\_\_\_\_\_

**V. References** - Please identify three people who are familiar with your current level of preparation for the type of position you are now seeking.

Name	Address	Phone	Their position and relation to your work

Are you legally authorized to work in the United States?

\_\_\_Yes

\_\_\_No

## Employment Application

VI. Background Information – If the answer to any of the following questions is YES, attach a separate sheet with all relevant information.

**Have you ever:**

A.	Been terminated or asked or agreed to resign for alleged misconduct, alleged unsatisfactory performance or alleged improper or illegal acts?	___No ___Yes (attach information)
B.	Had a teaching license suspended or revoked?	___No ___Yes (attach information)
C.	Been convicted, pled guilty or pled no contest to a felony?	___No ___Yes (attach information)
D.	Been subject or currently subject to a disciplinary action involving sexual misconduct with or attempted sexual misconduct with a student?	___No ___Yes (attach information)
E.	Had a report of child abuse or sexual activities involving a K-12 student or minor filed against you with a school district, police agency, or in court?	___No ___Yes (attach information)

**The existence of a criminal record will not necessarily bar you from providing services to the district. However, submitting false or incomplete answers or information is grounds for dismissal.**

I hereby certify that the statements herein and all other information submitted as part of my application are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or significant omission may, at the discretion of the DaVinci Academy of Arts and Science School District, be grounds to disqualify my application for employment or dismiss me from employment. I authorize DaVinci Academy of Arts and Science to process my application for employment by verifying application information, obtaining other relevant information and opinions regarding my qualifications, and checking references with former employers, schools and colleges, and individuals. I hereby release DaVinci Academy of Arts and Science, its employees, its representatives and such individuals or organizations from all liability for any damage whatsoever incurred in obtaining or furnishing such information. I hereby authorize the release of any and all personnel records or other relevant information (i.e. references, work records, and education) as may be requested by DaVinci Academy of Arts and Science and I understand that such information shall only be used to determine and evaluate my qualifications for positions for which I have applied. I understand if hired, that I must prove that I am legally authorized to work in the United States. By affixing my signature and/or electronically submitting my application related materials I understand and agree to the terms of this application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date