

MAPLE RIVER SCHOOLS #2135  
EMPLOYEE APPLICATION

Please forward your completed application along with cover letter (*resume, references & up-to-date credentials/ college transcripts & copy of licensure if applicable*) to:

Willis Schoeb, Superintendent  
Maple River School District  
P.O. Box 515, Mapleton MN 56065  
(507) 524-3918 Ext: 223  
(507) 524-4882 FAX  
[wschoeb@isd2135.k12.mn.us](mailto:wschoeb@isd2135.k12.mn.us)  
[www.isd2135.k12.mn.us](http://www.isd2135.k12.mn.us)

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Present Position \_\_\_\_\_ email: \_\_\_\_\_

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

Are you a high school graduate? Yes \_\_\_\_\_ No \_\_\_\_\_

College/university graduate? \_\_\_\_\_ School/s Attended: \_\_\_\_\_

Appropriate Degree or License: \_\_\_\_\_

**Administrative and Teacher APPLICANTS:**

Do you hold a K-12 administrative license: \_\_\_\_\_

Do you hold or are you eligible for a teaching license in Minnesota? \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Subject Area/Grades certified: \_\_\_\_\_

**PARA-PROFESSIONALS:** Do you have two years of post-secondary education or had the skills and knowledge training for the NCLB requirements for this position? Yes \_\_\_\_\_ NO \_\_\_\_\_

If yes where did you receive your education/training \_\_\_\_\_

Please note that when applying for Para-Professional positions the No Child Left Behind requirements recommends 2 years of post-secondary education or equivalent and gives job preference to those applicants.

**EMPLOYMENT HISTORY**

Please list all full time experience in the field of education and/or other employment, present position first.

Institution & Location	Position	From/To	Annual Salary	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Special Achievements: \_\_\_\_\_  
\_\_\_\_\_

Would you coach or supervise an activity? \_\_\_\_\_

**REFERENCES:**

NAME	Position	Present Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Maple River has my permission to contact the references listed above.

I have requested that my credentials be forwarded from \_\_\_\_\_  
Name of Institution

**CRIMINAL BACKGROUND INFORMATION**

Have you ever been charged with a misdemeanor or felony? \_\_\_\_\_  
If yes, explain the nature of the charge and the circumstances. \_\_\_\_\_  
\_\_\_\_\_

Were you convicted and/or did you plead guilty? \_\_\_\_\_  
Give the date, city, county, state where convicted: \_\_\_\_\_

The School District will conduct a criminal background check on individuals upon making a contingent job offer. (Minnesota Statute 120.1045) **No offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the School District, and approved by the School Board.**

**VETERAN STATUS**

Are you an honorably discharged veteran of the armed forces of the United States?

Yes \_\_\_\_\_ NO \_\_\_\_\_

**How did you hear about the position you are applying for:**

\_\_\_\_\_

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

**Date:** \_\_\_\_\_ **Signed** \_\_\_\_\_

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, sexual orientation, or any other legally protected status.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER