



Charter School of the State of MN, District 4003
614 W. Mulberry Street, Stillwater, MN 55082 Phone: 651-439-1962

*The mission of New Heights School is to
inspire and challenge each individual to reach his or her full potential.*

EMPLOYMENT APPLICATION

DATE: _____

I. POSITION APPLIED FOR:

☐ Full-time

☐ Part-time

☐ Administrative

☐ Licensed Teacher

☐ Paraprofessional

☐ Clerical/Office

☐ Health Office

☐ Custodial

☐ Food Service

II. PERSONAL INFORMATION:

A. Name: _____
Last First Middle

B. Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Until _____, 20____

III. EMPLOYMENT DESIRED:

Position: _____ Date you can start: _____

Name of person for reference at present employment: _____

Phone: (____) _____

*NOTE: If applying for a licensed position you are responsible for having your college placement file sent to this office.

IV. EDUCATIONAL PREPARATION:

EDUCATION	SCHOOL	LOCATION	GRADUATED YES / NO	DEGREE
High School			/	
Vocational/ Technical			/	
College			/	
Graduate School			/	

Number of graduate credits earned beyond last degree:

Quarter Credits: _____ Semester Credits: _____

V. WORK EXPERIENCE: List most recent position first.

EMPLOYER	ADDRESS	PHONE	POSITION	START/END DATE

VI. LICENSURE:

VI. a. TRA #: _____

Please list the licenses you currently hold required or relevant to this position.

LICENSURE	NUMBER	EXPIRATION DATE

VII. AWARDS OR DISTINCTIONS:

Please list any awards or distinctions that are relevant to this position.

AWARD OR DISTINCTION	ORGANIZATION	DATE RECEIVED

VIII. REFERENCES:

Name and phone number of at least three persons that New Heights School may contact who know of your work and qualifications.

1.	_____	_____	_____
	Name	Position	Phone
2.	_____	_____	_____
	Name	Position	Phone
3.	_____	_____	_____
	Name	Position	Phone

IX. APPLICANT'S STATEMENT

- a. What talents and competencies do you have that you believe would make us especially interested in you as a candidate?
 - b. What significant contributions have you made in your present position?
 - c. Why are you interested in this position?
 - d. Any other information you would like to provide regarding your candidacy for this position?
 - e. Have you ever been discharged or asked to resign from prior employment? ____ yes ____ no
 - f. Have you been convicted of child abuse or sexual harassment? ____ yes ____ no
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Signature: _____ Date: _____

My signature above attests to the truth and completeness of all information provided with this application. In addition, it authorizes New Heights School to verify records pertaining to criminal convictions, former employers and education. It releases New Heights School for liability for same. I understand that false or misleading information is grounds for future discharge.

NEW HEIGHTS SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER AND ACTIVELY SEEKS APPLICATIONS FROM ALL QUALIFIED PERSONS, WITHOUT REGARD TO RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, MARITAL STATUS, STATUS WITH REGARD TO PUBLIC ASSISTANCE, AGE OR DISABILITY.

Return applications to: New Heights School, 614 W. Mulberry Street, Stillwater, MN 55082