

## Job Application Form – Certified Staff

I. Please forward all job application materials to the following address:

Elementary Positions:  
Michael Munson – Principal  
Tracy Area Elementary School  
700 South 4<sup>th</sup> Street  
Tracy, MN 56175

High School Positions:  
Kathy Vondracek – Principal  
Tracy Area High School  
934 Pine Street  
Tracy, MN 56175

II. In order for a candidate to be considered, application materials must include:

1. A completed I.S.D. #2904 job application form.
2. Three recent letters of recommendation from employers or persons knowledgeable of your working style (may be a part of college/university credential file). No recommendations may be provided if any family relationships exist.
3. Transcripts and credential verification materials requested by you from a college or university placement office.
4. A copy of your current Minnesota teaching/administrative license or verification of application for a Minnesota teaching/administrative license. (If you have not yet applied for a license, send a copy of your license application as soon as you do.)
5. If appropriate, verification of passing scores on the pre-professional skill test required in Minnesota.

**Please complete the attached information and return as soon as possible!**

*Tracy Area Public Schools, ISD #2904 is an equal opportunity employer.*

### Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Present Position: \_\_\_\_\_ Since: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Name and Position of Immediate Supervisor: \_\_\_\_\_

Date Available: \_\_\_\_\_ Present Salary: \_\_\_\_\_

Do you currently hold a Minnesota teaching/administrative license?  Yes  No \*If no, when will you be licensed?

Do you currently hold a Minnesota coaching license?  Yes  No

If yes, what areas are you qualified? \_\_\_\_\_

\*For further information contact the Minnesota Department of Education, St. Paul, MN (612) 296-2046

**Professional Preparation**

Please list in chronological order with most recent experience listed first.

Degree	Institution	Major/Minor

Please list your special achievements (publications, fellowships, honors, consulting, community recognition, professional organizations, etc).

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## Employment History

Please list your last four positions in chronological order with most recent listed first.

Institution and Location	Position	From/To	Reason for Leaving

May we contact your present employer?

Yes    No

## References

Name	Position	Present Address	Daytime Phone

Have you ever been convicted of any crime (other than a minor violation)?

Yes    No

If yes, what was the disposition of the case? \_\_\_\_\_

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