

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 4th Street
Tracy, MN 56175

High School Positions:
Tony Miller – 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).

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? _____
