



Main Street School of Performing Arts
Principal
1320 Mainstreet
Hopkins, MN 55343
www.performing-arts-school.org

To: Applicants for Licensed/Non-Licensed Staff Positions
From: Karen Charles (kcharles@performing-arts-school.org)

Re: **Application Materials**

Enclosed are the employment application materials you requested.

We welcome the opportunity to consider your candidacy for employment at the Main Street School of Performing Arts. Please provide all of the following documents in one package and return them to us by the application deadline:

- Letter of interest & resume
- Main Street School Employment Application for Licensed Positions
- Photocopy of credentials or current letters of reference
- Photocopy of your college transcripts
- Photocopy of your current teaching license or evidence of certification eligibility

Please check off the items to ensure and return this with your application. Some schools will not issue credential packets directly to students. If this is the case, please document the date that you have ordered such documents and from which school we should be expecting them.

<u>Institution</u>	<u>Date Ordered</u>	<u>Items Requested</u>
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Due to the large number of applications we receive for position vacancies, and to ever-increasing mailing costs, we regret that we are unable to notify applicants of their status in the selection process. If you are not contacted for an interview, you may assume that you are not one of the finalists at this time.

We sincerely appreciate your interest in the Main Street School of Performing Arts and look forward to receiving your complete application.

EMPLOYMENT APPLICATION

Main Street School of Performing Arts is an Equal Opportunity/ Affirmative Action Educator and Employer



Please address this application and your confidential papers to:

Karen L. Charles
Main Street School of Performing Arts
1320 Mainstreet
Hopkins, MN 55343

Applicant: We appreciate your interest in our school and assure you that your application will be given careful consideration. A clear understanding of your educational background and employment history will assist us in evaluating your qualifications for this position. Please take care to provide all of the requested information on this application. DO NOT WRITE "SEE RESUME"

A. Personal Information

Last Name _____ First Name _____ Middle Name _____

Permanent Address _____ Apt # _____

City _____ State _____ Zip _____

Temporary Address _____ Apt # _____

City _____ State _____ Zip _____

E-Mail Address: _____

Social Security Number (optional) _____

Date of Birth (optional) _____

Phone _____ Temporary Phone _____

Have you ever been convicted for violation of the law?

Yes or No

(If yes, please give full details on a separate sheet)

Have any disciplinary action has been taken against your license for sexual misconduct or attempted misconduct in Minnesota or any other state?

Yes or No

(If yes, please give full details on a separate sheet)

Authorization for background/Reference Check: I give permission to supervisory personnel of the Main Street School of Performing Arts to make inquiries of references and former employers concerning my general character and past performance. In the event that I become a finalist for employment at the Main Street School of Performing Arts, I understand that MSSPA will conduct a criminal history check through the Bureau of Criminal Apprehension, pursuant to Minn. Stat. Section 229C.60 et seq., the Minnesota Child Protection Background Check Act. I agree to provide the District with my signed consent for a criminal history check upon request, understanding that MSSPA has a responsibility to inform me of my rights under the statute prior to such signing. (Note: failure to sign this authorization may disqualify you from consideration for employment).

Applicant signature _____ Date _____

Notice to all applicants: In accordance with the Immigration Reform and Control Act of 1986, it is unlawful for the Main Street School of Performing Arts to knowingly hire any person who is not authorized to work in the United States. In compliance with this statute, it is our intent to hire only authorized workers. All successful applicants for employment will be asked to verify that they are a United States Citizen or an alien authorized to work in the United States. As a condition of continued employment, new hires will be asked to provide such verification as required by law within three (3) business days after the date of hire.

The Main Street School of Performing Arts is tobacco-free. Smoking or other use of tobacco in all buildings, and grounds is prohibited.

Position for which you are applying: _____

Are you available to work Full Time Part Time Temporary Substitute

B. Education (Full information and dates are required). Please list chronologically from most recent to least recent including high school.

High School/College/ University/Other	Location (City, State)	Major(s)	Degree/Certificate & Date Earned

1. Circle last grade completed: (High School) 7 8 9 10 11 12 (Post High School/College) 13 14 15 16 17 18 19

2. Describe any specialized training, apprenticeship, skills/or extra curricular activities which will help us better know your interests, skills and abilities:

3. List below any licensure held: (boiler, coaching, W.S. I., etc.)

4. List recent volunteer activities you have been involved with, including offices or positions held, length of involvement, and the level and nature of your responsibilities.

5. What are your hobbies or avocations?

C. Experience/ Employment History

Employment History: Please provide a history of your work experience. This information is used, in part, to determine beginning salary. If your teaching experience has not been continuous, indicate in detail what your occupation or activity was during the time you were not teaching.

Please list your current or most recent employer first. Indicate dates for the last five (5) years only. Attach additional sheet if necessary.

Employer Name	Position Held	City, State	(F)ull time or (P)art time	Dates employed Month yr from/ Month yr to	Supervisor Name/Phone number	Last Salary
						\$
						\$
						\$
						\$
						\$

D. References. Provide the information below for at least three superintendents/principals or supervisors who know of your work experience or teaching ability and can speak to your qualifications for this position.

Name	Current Address	Phone Number(s)	Relationship to your work	Email (if applicable)

When will you be available for employment? _____

I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand my statements are subject to verification and that falsification on this application will disqualify me from employment or result in dismissal. I further understand that it is my responsibility to submit any changes in my availability, phone number and address to the Main Street School of Performing Arts in writing.

Signature _____

Date _____

Important Facts About Information On Your Application

This application is to assist in the process of considering you for possible employment at our school. Certain information requested on the application is private; that is, it may be released only to you or to departments where you may be considered for employment (in compliance with M.S. 15.165, Subd. 2). If you are employed by the Main Street School, the data will be available to our Payroll Processor, the Internal Revenue Service and the Social Security Administration for payroll and tax purposes.

Private Data

Why We Ask For It

Are you legally Obligated To Provide It?

Private Data	Why We Ask For It	Are you legally Obligated To Provide It?
Social Security Number	To distinguish you from all other applicants	No
Name	To distinguish you from all other applicants	Yes
Address	To be able to send you notices and other correspondence.	Yes
Home Phone Number	To be able to contact you to determine availability for interviews	No
Sex, Race/Ethnicity, Disability Status	To enable us to make Equal Opportunity reports as required by law and to evaluate recruitment efforts.	No
Conviction Record	To determine whether we may legally accept your application and to determine whether your record may be a job-related consideration.	Yes

Equal Opportunity Applicant Survey

The Main Street School of Performing Arts is committed to a policy of equality of opportunity in its employment practices and to an Affirmative Action program that ensures full consideration for employment to persons of color, women, and persons with disabilities, Vietnam Era veterans, and disabled veterans. The following information is requested of all applicants for employment. It will be used in summary form to determine if our recruitment efforts are reaching all segments of the community and to meet periodic governmental reporting requirements. Information on the race and sex of individuals may be used to determine eligibility for Affirmative Action employment opportunities. Although providing this information is strictly voluntary, we appreciate your cooperation and assistance in our efforts to ensure equal employment opportunity.

This information will not become part of your employment application, nor will it be placed in your personnel file, if you are subsequently employed. Please complete this section prior to submitting your application.

1. Name _____ Position Applying For _____
2. Date _____
3. Date of Birth _____
4. Age _____
5. Sex (darken the appropriate circle)
 - Female
 - Male
6. Racial/Ethnic Background (darken the appropriate circle)
 - Asian or Pacific Islander
 - American Indian or Alaska Native
 - African American (Non-Hispanic)
 - Hispanic
 - Mexican American/ Chicano
 - Multi-ethnic
 - White
 - Other (specify) _____
7. Veteran/ U.S. Armed Services: ___ Yes ___ No
Were you separated under honorable conditions from any branch of the armed forces of the United States? ___ Yes ___ No
8. How did you learn about this job?
 - Newspaper
 - Internet
 - Other(specify) _____

