

LAKES INTERNATIONAL LANGUAGE ACADEMY (L.I.L.A.)

General Employment Application Form

246 11th Avenue SE, Forest Lake, Minnesota 55025 U.S.A.

(651) 464-0771 fax: (651) 464-4429 www.lakesinternational.org

Personnel Use Only

References _____
Background Check _____

EMPLOYMENT AT WILL

I. PERSONAL INFORMATION:

1. NAME: _____ Social Security #: _____
(First) (Middle Name) (Last Name)
2. ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
3. CONTACT NUMBERS: Day phone #: _____ Evening #: _____
Cell phone #: _____ E-mail address: _____
4. Are you either a United States citizen or legally eligible for employment in the United States? Yes No
5. Have you ever filed an application with L.I.L.A. before? Yes No If yes, give date _____
6. Have you previously worked for L.I.L.A.? Yes No
If yes, when and what position? _____
7. List all other names under which you have been employed or under which your education records may be found:

II. LICENSE(S):

1. Do you hold any of the following licenses? Yes No 2.. Do you hold any other licenses? Yes No
If the answer is yes, please list your license(s) information below:

License or Certification	State	Date Received	Expiration Date	License or Certification	State	Date Received	Expiration Date
Boiler							

III. EDUCATIONAL AND PROFESSIONAL TRAINING:

School Attended	Name and Location	GPA	Major(s)	Minor(s)	Diploma or Degree
College or University					
College or University					
Graduate School					
Graduate School					
Other					

1. Please list any academic honors/awards you have received during college or after: _____

2. Please check the following categories in which you have specific training or expertise:

- Cultural Awareness
- Classroom Management
- IB Training
- Second Language Assessment
- Gifted/Talented Education
- Differentiated Instruction/Learning Styles
- CARLA Institute's Immersion Training
- Instructional Teaming/Collaborative Classroom
- Second Language Learners
- Responsive Classroom
- Special Education/Remedial

3. For each category checked, describe the training and/or applied experience you have with each: _____

4. List extracurricular activities in which you have been involved and indicate your readiness to direct these, eg. yearbook, school newsletter, track and field, Destination Imagination: _____

5. Related professional activities: _____

IV. EMPLOYMENT EXPERIENCE – list most recent first:

Employer	Position held		Notable experiences/achievements	
Address	Job duties			
Telephone number	Dates		Salary <input type="checkbox"/> Yearly Salary \$ _____	Hourly Paid <input type="checkbox"/> Hourly Rate of Pay \$ _____
	From	To		
Supervisor/Principal			<input type="checkbox"/> Part-time	Reason for leaving

Employer	Position held		Notable experiences/achievements	
Address	Job duties			
Telephone number	Dates		Salary <input type="checkbox"/> Yearly Salary \$ _____	Hourly Paid <input type="checkbox"/> Hourly Rate of Pay \$ _____
	From	To		
Supervisor/Principal			<input type="checkbox"/> Part-time	Reason for leaving

Employer	Position held		Notable experiences/achievements	
Address	Job duties			
Telephone number	Dates		Salary <input type="checkbox"/> Yearly Salary \$ _____	Hourly Paid <input type="checkbox"/> Hourly Rate of Pay \$ _____
	From	To		
Supervisor/Principal			<input type="checkbox"/> Part-time	Reason for leaving

1. Are you currently employed? Yes or No
 If yes, may we contact your present employer? Yes or No

V. REFERENCES

- | | | | | | |
|----|-------------|---------------|-----------------|---------------------|-----------------|
| 1. | <i>Name</i> | <i>Work #</i> | <i>Employer</i> | <i>Work Address</i> | <i>Position</i> |
|----|-------------|---------------|-----------------|---------------------|-----------------|
- | | | | | | |
|----|-------------|---------------|-----------------|---------------------|-----------------|
| 2. | <i>Name</i> | <i>Work #</i> | <i>Employer</i> | <i>Work Address</i> | <i>Position</i> |
|----|-------------|---------------|-----------------|---------------------|-----------------|
- | | | | | | |
|----|-------------|---------------|-----------------|---------------------|-----------------|
| 3. | <i>Name</i> | <i>Work #</i> | <i>Employer</i> | <i>Work Address</i> | <i>Position</i> |
|----|-------------|---------------|-----------------|---------------------|-----------------|

VI. BACKGROUND INFORMATION

1. Have you ever been discharged or asked to resign from a position? Yes or No
If yes, explain below or attach a sheet offering further explanation.

2. Have you ever had an education or other occupational license revoked, suspended, or denied in Minnesota or any other state?
 Yes or No If yes, explain action, location(s), dates, and the agency involved in the space below or attach a sheet offering further explanation.

3. Have you ever been convicted of any of the following crimes in Minnesota or other state? (child abuse crimes, murder, manslaughter, felony assault, felony assault against a minor, kidnapping, arson, criminal sexual assault and any prostitution related crimes)
 Yes or No If yes, explain action, location(s), dates, and the agency involved in the space below or attach a sheet offering explanation.

4. Have you ever been convicted of a felony? Yes or No
If yes, explain action, location(s), dates, and the agency involved in the space below or attach a sheet offering explanation.

5. Have you ever been convicted of a misdemeanor? Yes or No
If yes, explain action, location(s), dates, and the agency involved in the space below or attach a sheet offering explanation.

6. Are there any criminal charges or proceedings pending against you in Minnesota or any other state? Yes or No
If yes, explain action, location(s), dates, and the agency involved in the space below or attach a sheet offering explanation.

7. Have you ever served in the United States Armed forces? Yes or No Branch: _____

IMPORTANT NOTE: Minnesota Statutes 123B.03 requires that L.I.L.A. obtain a criminal history background check from the Minnesota Bureau of Criminal Apprehension (BCA) on all new employees. An offer of employment with L.I.L.A. will be conditional upon satisfactory completion of the criminal history background check. **The cost to you for the criminal history background check is \$15.00, payable by check or money order to "MN BCA". Please complete Criminal History Background Check Consent Form and attach check and form to application.**

VII. CERTIFICATION AND ACKNOWLEDGEMENT AND RELEASE

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by Lakes International Language Academy.

In connection with this application, I hereby authorize any and all former employers and references named in this application, or any agent of such former employer, to release to Lakes International Language Academy, and its agents, any and all information regarding my job performance and fitness/qualifications to perform the position I am recently seeking and any other employment or related information, both public and private, in their possession. I understand Lakes International Language Academy will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature below. I hereby release Lakes International Language Academy and all former employers and references listed herein an any and all agents acting on behalf of said District, former employers, or references, for any and all liability, of whatever nature, by reason of requesting or providing such information.

Signature (Do Not Print)

Date



Lakes International
LANGUAGE ACADEMY

Lakes International Language Academy (L.I.L.A.)
246 11th Avenue SE
Forest Lake, MN 55025

Criminal History Background Check Consent Form

The following named individual has made application with this agency for the following position:

Last Name of Applicant	First Name of Applicant	Middle Name of Applicant
Maiden Name/Previous Names	Gender	Date of Birth
	<input type="checkbox"/> Male or <input type="checkbox"/> Female	
Social Security Number (Optional)		

Remember to include a check for \$15.00 made out to "MN BCA"

Minnesota Statute-123B.03 Background check.

Subdivision 1. Background check required. (a) A school hiring authority, as defined in subdivision 3, shall request a criminal history background check from the superintendent of the Bureau of Criminal Apprehension on all individuals who are offered employment in the school, as defined in subdivision 3. In order to be eligible for employment, an individual who is offered employment must provide an executed criminal history consent form and a money order or check payable to either the Bureau of Criminal Apprehension or the school hiring authority, at the election of the school hiring authority, in an amount equal to the actual cost to the Bureau of Criminal Apprehension and the school district of conducting the criminal history background check. A school hiring authority electing to receive payment may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and shall pay the superintendent of the Bureau of Criminal Apprehension directly to conduct the background check. The superintendent of the Bureau of Criminal Apprehension shall conduct the background check by retrieving criminal history data maintained in the criminal justice information system computers. A school hiring authority, at its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the State Board of Teaching or the commissioner of education within the 12 months preceding an offer of employment.

(b) A school hiring authority may use the results of a criminal background check conducted at the request of another school hiring authority if: (1) the results of the criminal background check are on file with the other school hiring authority or otherwise accessible; (2) the other school hiring authority conducted a criminal background check within the previous 12 months; (3) the individual who is the subject of the criminal background check executes a written consent form giving a school hiring authority access to the results of the check; and (4) there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment.

(c) A school hiring authority may, at its discretion, request a criminal history background check from the superintendent of the Bureau of Criminal Apprehension on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee. In order for an individual to enter a school or its grounds under this paragraph when the school hiring authority elects to request a criminal history background check on the individual, the individual first must provide an executed criminal history consent form and a money order, check, or other negotiable instrument payable to the school district in an amount equal to the actual cost to the Bureau of Criminal Apprehension and the school district of conducting the criminal history background check. Notwithstanding section 299C.62, subdivision 1, the cost of the criminal history background check under this paragraph is the responsibility of the individual.

(d) For all nonstate residents who are offered employment in a school, a school hiring authority shall request a criminal history background check on such individuals from the superintendent of the Bureau of Criminal Apprehension and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. Such individuals must provide an executed criminal history consent form and a money order, check, or other negotiable instrument payable to the school hiring authority in an amount equal to the actual cost to the government agencies and the school district of conducting the criminal history background check. Notwithstanding section 299C.62, subdivision 1, the cost of the criminal history background check under this paragraph is the responsibility of the individual.

Subd. 2. Conditional hiring; discharge. A school hiring authority may hire an individual pending completion of a background check under subdivision 1 but shall notify the individual that the individual's employment may be terminated based on the result of the background check. A school hiring authority is not liable for failing to hire or for terminating an individual's employment based on the result of a background check under this section.

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to:
Lakes International Language Academy for the purpose of employment with this agency.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Signature of Applicant	Date:	In Witness Hereof	Date:
		Kim Paugel, Finance and Payroll-L.I.L.A	