

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

**Teacher Application Form**

246 11<sup>th</sup> Avenue SE, Forest Lake, Minnesota 55025 U.S.A.

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

*Personnel Use Only*

References \_\_\_\_\_

Transcripts \_\_\_\_\_

License \_\_\_\_\_

Background Check \_\_\_\_\_

GRADE LEVEL PREFERENCE (Check all that you are willing and qualified to teach.)

- Kindergarten
- First  Fourth
- Second  Fifth
- Third  Sixth

How did you learn about this position/school?

- Friend  Website  Other  Newspaper Ad

Which newspaper? \_\_\_\_\_

- College or university posting

Which college or university? \_\_\_\_\_

**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:  
 \_\_\_\_\_
8. Your Teacher's Retirement Association Number, if known: \_\_\_\_\_

**II. TEACHING LICENSE(S):**

1. Do you hold a valid Minnesota elementary teacher's license to teach?  
 Yes  No If the answer is no, please explain: \_\_\_\_\_  
 \_\_\_\_\_ If the answer is yes, what is the MN File Folder No: \_\_\_\_\_
2. Give information below regarding your license(s):

License or Certification	State	Date Received	Expiration Date	License or Certification	State	Date Received	Expiration Date
Kindergarten				K-12 Physical Education			
Grades 1-6				Other			
K-12 Media				Other			
K-12 Music				Other			

**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					

- How many graduate credits do you have beyond your undergraduate degree?
 

None       BA+15       BA+30       BA+45       BA+60       BA+75       BA+90  
 MA       MA+15       MA+30       MA+45       MA+60
- Please list any academic honors/awards you have received during college or after: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Please check the following categories in which you have specific training or expertise:
 

Cultural Awareness       Gifted/Talented Education       Second Language Learners  
 Classroom Management       Differentiated Instruction/Learning Styles       Responsive Classroom  
 IB Training       CARLA Institute's Immersion Training       Special Education/Remedial  
 Second Language Assessment       Instructional Teaming/Collaborative Classroom
- For each category checked, describe the training and/or applied experience you have with each: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Related professional activities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IV. TEACHING EXPERIENCE – list most recent first:**

(Include student teaching if you have fewer than 24 months' teaching experience.)

School/Institution	Grades/Subjects taught		Notable experiences/achievements			
Address	Salary:		Contract Full-time <input type="checkbox"/>	Contract Part-time <input type="checkbox"/>	Contract Substitute <input type="checkbox"/>	Day-to-day Substitute <input type="checkbox"/>
Telephone number	Dates					
Supervisor/Principal	From	To	Reason for leaving			

School/Institution	Grades/Subjects taught		Notable experiences/achievements			
Address	Salary:		Contract Full-time <input type="checkbox"/>	Contract Part-time <input type="checkbox"/>	Contract Substitute <input type="checkbox"/>	Day-to-day Substitute <input type="checkbox"/>
Telephone number	Dates					
Supervisor/Principal	From	To	Reason for leaving			

School/Institution	Grades/Subjects taught		Notable experiences/achievements			
Address	Salary:		Contract Full-time <input type="checkbox"/>	Contract Part-time <input type="checkbox"/>	Contract Substitute <input type="checkbox"/>	Day-to-day Substitute <input type="checkbox"/>
Telephone number	Dates					
Supervisor/Principal	From	To	Reason for leaving			

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

**V. REFERENCES**

- |             |               |                 |                     |                 |
|-------------|---------------|-----------------|---------------------|-----------------|
|             |               |                 |                     |                 |
| <i>Name</i> | <i>Work #</i> | <i>Employer</i> | <i>Work Address</i> | <i>Position</i> |
- |             |               |                 |                     |                 |
|-------------|---------------|-----------------|---------------------|-----------------|
|             |               |                 |                     |                 |
| <i>Name</i> | <i>Work #</i> | <i>Employer</i> | <i>Work Address</i> | <i>Position</i> |
- |             |               |                 |                     |                 |
|-------------|---------------|-----------------|---------------------|-----------------|
|             |               |                 |                     |                 |
| <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 and 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 11<sup>th</sup> 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:

<b>Last Name of Applicant</b>	<b>First Name of Applicant</b>	<b>Middle Name of Applicant</b>
<b>Maiden Name/Previous Names</b>	<b>Gender</b> <input type="checkbox"/> Male or <input type="checkbox"/> Female	<b>Date of Birth</b>
<b>Social Security Number (Optional)</b>	<b>Remember to include a check for \$15.00 made out to "MN BCA"</b>	

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	