

Application for Employment

Last	First	For Personnel use only	Date of Application
Street Address		Type of work desired	Social Security Number
City	State	Zip	Home Phone
Work Phone			
e-mail address:			

How were you referred to MNIC? Circle One	A By your College	B Advertisement	C Employment Agency	D By a MNIC Employee	If so Who?	E Open House	F Walk-in	G Other
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Please read carefully and complete by printing in ink.

An Equal Opportunity Employer

We are an equal opportunity employer, and do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Employment Record

Starting with present or most recent, list all previous employers. Include self-employment and summer or part time jobs. If more space is required, please continue on another sheet and attach it. You may use the designation "O.R" for information included on resume if this application is accompanied by the resume.

Last or present employment	Type or classification of job
Address	Describe job duties:
Phone Number	
Supervisor's Name	
Base Salary	Dates worked
Reason for leaving	

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<i>To be completed by applicant for office/clerical work</i>	<i>To be completed by applicant for Technical Positions</i>
Word processing skills Yes <input type="checkbox"/> No <input type="checkbox"/>	Please list; Skills, programs, equipment, experience
Knowledge of Excel and Access Yes <input type="checkbox"/> No <input type="checkbox"/>	
Phone skills Yes <input type="checkbox"/> No <input type="checkbox"/>	
Interpersonal Communication Skills Yes <input type="checkbox"/> No <input type="checkbox"/>	
List other skills and experience	



Minnesota Internship Center Charter School

300 Industrial Boulevard, Minneapolis, MN 55413 (612) 722-5416

Educational History

School Name	Location (City/State)	Major Course or Subject	Dates Attended From / To	Graduated Yes / No	Degree
High School			/	/	
Post H.S. Technical/Trade			/	/	
			/	/	
College (All attended)			/	/	
			/	/	
Other Education/Training			/	/	
			/	/	

Outside Activities (Exclude those indicating race, color, religion, sex, national origin, or handicap.)

Professional memberships, certificates, or licenses held:

Past and present civic or cultural activities – include offices held:

Please list any other skills, languages spoken, equipment experience, or skills you have acquired:

Military Record

Branch of Service: _____ Dates of service From / To _____

Present Military Affiliation: [] [] [] []
 None Reserve (active) Reserve (inactive) Other

Kinds of training and duties while in service _____

References List three people (non-relatives) who have knowledge of your qualifications for the position which you are applying.

Name	Relationship	Phone number	Occupation
		()	
		()	
		()	

May we contact your present employer? Yes [] No []

Wage or Salary Required _____ Date you are available to start _____

Have you ever been convicted of a felony? No [] Yes [] (Please explain) _____

Please read and sign below: I hereby certify that the information on this application is true and correct to the best of my knowledge and I understand that any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

Signature _____

Date _____