



# Kaleidoscope Charter School

7525 Kalland Avenue NE • Otsego, MN 55301  
 Phone 763.428.1890 • Fax 763.428.1691  
[www.kaleidoscopecharterschool.org](http://www.kaleidoscopecharterschool.org)

## Application for Paraprofessionals and other Non-Licensed Personnel (Please print information)

**Position Preferred:**     Paraprofessional     Secretary     Custodian     Administrative Assistant  
                                   Business Manager     Other \_\_\_\_\_

### Personal Information:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

### Experience:

Please list most recent position first

Name And Location Of Employment	Dates (from/to)	Position Held
	/	
	/	
	/	

### Educational Background:

School Name & Location	Major	Minor	Highest Degree Attained
			<input type="checkbox"/> High School Degree
			<input type="checkbox"/> AA <input type="checkbox"/> BA/BS <input type="checkbox"/> MA/MS
			<input type="checkbox"/> AA <input type="checkbox"/> BA/BS <input type="checkbox"/> MA/MS

**Copies** of a college transcript of your most recently completed degree must be included in the application process.

**Veteran's Preference:**

Are you claiming veteran's preference?  Yes  No

If yes, please submit a copy of form DD-214.

**References:**

List names of those who have closely observed your work as a student, teacher, and/or leader. Please include names of superintendents, principals, or others who can comment directly on your teaching and/or leadership ability.

1. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 \_\_\_\_\_  
 Email \_\_\_\_\_

2. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 \_\_\_\_\_  
 Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 \_\_\_\_\_  
 Email: \_\_\_\_\_

**Requirements for Employment:**

To be eligible for a position at Kaleidoscope Charter School, a person shall be at least 18 years of age or a high school graduate or equivalent, of good moral character and possess the competencies necessary to perform the function of the job.

Are you currently under contract with another school district?  Yes  No

If so, where and in what position? \_\_\_\_\_

What is the date you will be released from your contract? \_\_\_\_\_

Have you ever had your employment terminated or resigned by request of the employer or by mutual consent, for cause or alleged misconduct, alleged improper or illegal acts?

No  Yes – attach information

Are you able to perform, with or without reasonable accommodation or restriction, the essential job function required of this position?  Yes  No

If no, provide an explanation: \_\_\_\_\_

**Criminal Record:**

Have you served a sentence in jail or prison or been convicted of a felony for which a jail sentence could have been imposed?

No You may answer *no* if the conviction or criminal records have been annulled, sealed, set aside, or purged, or if you have been pardoned pursuant to law.

Yes If yes, please attach a separate sheet with an explanation. Information concerning this question will not be used to automatically bar you from employment but may be used to direct your interest to areas less related to the area of your conviction.

Has any disciplinary action been taken against you for sexual misconduct or attempted misconduct in Minnesota or any other state?

No Yes State \_\_\_\_\_

**Note:** All persons offered a position will be subject to a criminal background check at a cost to the applicant. No offer of employment shall become final until receipt of the results of the criminal background check.

**Applicant Declarations:**

**I hereby declare that all statements made on this application are true, complete, and correct to the best of my knowledge and belief. I understand these statements are subject to verification. I understand that falsification of this application will disqualify me from employment or be grounds for termination on discovery.**

**I hereby declare that I have read the section regarding the Minnesota Government Data Practices Act (MN Statutes 13.01-13.88).**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed application and transcript to:**

Executive Director  
Kaleidoscope Charter School  
7525 Kalland Ave NE  
Otsego, MN 55301

**How did you learn about this position?**

- Kaleidoscope Web Site
- Minnesota Department of Education
- College / University Career Center: \_\_\_\_\_
- Newspaper: \_\_\_\_\_
- Friend: \_\_\_\_\_
- Other: \_\_\_\_\_

## Data Practices

The Minnesota Government Data Practices Act (Minnesota Statutes 13.01-13.88) has two sections that affect you as an applicant for employment.

First, under "Rights of Subjects of Data," (MN 13.04) when you are asked to provide us with data about yourself, we must tell you:

- × The purpose and intended use of the data;
- × Whether you may refuse or are legally required to supply the requested data;
- × Any known consequence arising from your supplying or refusing to supply the data;
- × The identity of other persons or organization authorized by State or Federal Law to receive the data you provide.

Second, under "Personnel Data" (MN Statute 13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- × Your Veteran's status;
- × Your job history;
- × Your education and training;
- × Your relevant test scores; and
- × Work availability.

As an applicant, your name is considered private until you are considered to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be public:

- × Your name;
- × Your city and county or residence;
- × Your actual gross salary, salary range, and actual gross pension;
- × The value and nature of employer paid benefits, including the basis for and the amount of any added remuneration to your salary;
- × Your job title and job description;
- × The dates of your first and last employment with us;
- × The status of any complaints of charges against you while you work for the District and whether or not they resulted in disciplinary action;
- × Your work location and work telephone number;
- × Your education and training background;
- × Honors and awards you have received;
- × Time sheets or other comparable data that are only used to account for your work time for payroll purposes; and
- × Your previous work experience.

All data which is placed in your personnel file and which is not listed above is private data. This private data will be available to you and to those members of District staff needing it to process District records. In addition, the following persons or organizations are authorized by State and Federal Law to receive this data if they so request:

- × The Bureau of Census;
- × Federal, State, and County Auditors;
- × The State Department of Public Welfare;
- × The State Department of Human Rights;
- × Federal Officials investigating compliance of Equal Employment opportunities;
- × Labor organization and the Bureau of Mediation Services;
- × Data may also be made available through court order.

The data you provide is needed to identify you and assist in determining your suitability for the position for which you are applying.

You are not legally required to supply any of the data requested on your application, but if you choose to withhold any data other than your Social Security Number, we cannot consider you for employment. If you do provide the data, your application will be considered and, if you are employed, the data you have given us as an applicant will become part of your employee record.