



## Cologne Academy

1221 S. Village Parkway  
Cologne, MN 55322  
952.466.2276 Fax: 952.466.4030  
[www.cologneacademy.org](http://www.cologneacademy.org)

**TO:** Prospective Professional Employee Candidate  
**FROM:** Lynn Gluck Peterson, Director  
**RE:** Application File

Thank you for your interest in working for Cologne Academy. We believe that Cologne is an excellent place for families to work, play, and grow together.

To complete your application file for employment consideration, all of the items listed below should be included:

- COMPLETED APPLICATION FORM
- COVER LETTER
- RESUME
- COPY OF LICENSURE
- ALL TRANSCRIPTS
- COPY OF PRAXIS TEST RESULTS
- LETTERS OF RECOMMENDATION

Other materials may be included to support your candidacy. Your application file will be maintained for at least one year.

All correspondence should be mailed to:  
Cologne Academy  
Attn: Lynn Gluck Peterson, Director  
1221 S. Village Parkway  
Cologne, MN 55322

**APPLICATION FOR A POSITION WITH COLOGNE ACADEMY**

(Applications should be clearly printed or typed.)

Position Sought: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(NUMBER & STREET) (CITY & STATE) (ZIP)

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_

**EDUCATION AND TRAINING:** (Reverse order, with most recent first)

Name of Institution	Diploma/Degree	Course of Study
_____	_____	_____
_____	_____	_____
_____	_____	_____

**WORK EXPERIENCE:** (Reverse order, with most recent first)

Employer Position	Dates Employed	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

May we contact the employers listed above? \_\_\_\_\_ If not, indicate which one(s) you do not wish us to contact: \_\_\_\_\_

List three professional references who have knowledge of your work qualifications.

Name	Title/Position	Address	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Special skills/traits** (attach one additional page if necessary):

\_\_\_\_\_  
\_\_\_\_\_

**GENERAL INFORMATION**

1. Are you legally eligible for employment in the United States? Yes\_\_\_\_ No\_\_\_\_

2. Are you a veteran? Yes No **(Proof of veterans preference is required-DD214 accepted.)**

- Are you a disabled veteran? Yes\_\_\_\_ No\_\_\_\_
- Are you the spouse of disabled or deceased veteran? Yes\_\_\_\_ No\_\_\_\_

3. Have you ever been convicted of a felony or been convicted of a lesser charge in which the conviction was not annulled or expunged according to law or was a misdemeanor charge for which no jail sentence had been imposed? Yes\_\_\_\_ No\_\_\_\_

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

4. Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? Yes\_\_\_\_ No\_\_\_\_

5. Have you ever been terminated from employment or resigned by request of the employer or by mutual consent for cause of alleged misconduct, alleged unsatisfactory performance, or alleged improper or illegal acts? Yes\_\_\_\_ No\_\_\_\_

If yes, Employer/Location: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

6. Are any criminal charges or proceedings pending against you? Yes\_\_\_\_ No\_\_\_\_

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Please read each of the following statements carefully. Your signature means that you understand and agree with the statements as printed.

1. I hereby affirm that the information provided on this application is true and complete to the best of my knowledge.

2. I further affirm my knowledge and agreement that falsified information or significant omission either on the application or during an interview (a) may disqualify me from further employment consideration, or (b) constitute statutory grounds for immediate discharge.

3. CONSENT TO REQUEST FOR INFORMATION

I hereby authorize Cologne Academy to contact any or all previous employers, references, or other sources of data listed in this application or derived therefrom as it deems reasonably necessary to arrive at an employment decision. Said data sources are authorized to release and provide to Cologne Academy any and all requested data which Cologne Academy deems reasonably necessary to arrive at a decision regarding employment.

4. CONSENT TO CRIMINAL BACKGROUND CHECK

I understand that effective January 1, 1996, school districts in Minnesota are required to conduct criminal background checks on all individuals who are offered employment with the school. As an applicant for a position with the school, I may be offered a position which will require the initiation of a criminal background check under M.S. 120.1045. My express consent for such a background check is granted.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature