**APPLICATION FOR CERTIFIED POSITION**

**Sugar-Salem School District No. 322**

**P. O. Box 150**

**Sugar City, Idaho 83448**

*An Equal Opportunity/Affirmative Action Employer*

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Name Date

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

Address Social Security Number

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

City, State, Zip Code Telephone Number

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

E-Mail Address

1. Have you ever had a teacher certificate revoked, suspended, denied, or have you ever voluntarily relinquished a teaching certificate to avoid revocation proceedings in Idaho or any other state?

(see NOTE 1 below) Check one  YES  NO

1. Is there any action pending against your certificate or your application in Idaho or any other state?

(see NOTE 1 below) Check one  YES  NO

1. Have you ever been arrested for any felony or misdemeanor in Idaho or any other state, federal or military court? (Do not include convictions for minor traffic violations.) (see NOTE 1 below) Check one  YES  NO
2. If you answered yes to questions 1, 2 or 3 above, have you ever been convicted of any felony or misdemeanor in Idaho or any other state, federal or military court?

(Do not include convictions for minor traffic violations.) (see NOTE 1 and NOTE 2 below) Check one  YES  NO

1. If you answered yes to 1, 2 or 3 above, did the revocation/suspension/denial, action or arrest take place in the last 5 years? (see NOTE 1 and NOTE 2 below) Check one  YES  NO
2. Are you currently under investigation, on probation or facing pending criminal charges in Idaho or any other state? (see NOTE 1 below) Check one  YES  NO

If the answer is **YES** to any of the questions above, the following applies:

1. A personal written explanation must accompany this application;
2. If your misdemeanor conviction is less than five (5) years old, relevant court documents must accompany this application;
3. All felony convictions require relevant documents from the arresting law enforcement agency and the court that oversaw the final disposition.

**NOTE:**

**1**

For the purpose of question 4 above, conviction means:

1. All instances in which a plea of guilty or nolo contendere is the basis of conviction;
2. All proceedings in which a sentence has been suspended, deferred, or withheld; and,
3. All proceedings in which the prosecution was deferred.

**NOTE:**

**2**

**IMPORTANT:** FAILURE TO ANSWER THE ABOVE QUESTIONS TRUTHFULLY COULD RESULT IN REVOCATION OF YOUR CONTRACT WITH SUGAR SALEM SCHOOL DISTRICT.

1. Position Desired:
   * + - 1. First Choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
         2. Second Choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Idaho Teaching Certificate Title(s) and Expiration

Title: Date:

1. Endorsements:

1. Educational Training: List in order of attendance.

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| --- | --- | --- | --- | --- | --- | --- |
| **College/University** | **Dates**  **Inclusive** | **Degree Earned**  **and Date** | **Major** | **Hrs** | **Minor** | **Hrs** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

Check one: Semester Credits \_\_\_\_\_ Quarter Credits \_\_\_\_\_

1. Teaching and Job-Related Experience: List most recent experience first. New teachers list student teaching. Include military if assignment was teaching or instruction.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Held** | **Employer/Location** | **Supervisor** | **Dates Worked** |
|  |  |  |  |
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|  |  |  |  |

1. References: If you have had teaching experience, list superintendents and principals for whom you have taught (most recent first).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Address** | **Home/Work Phone No.** | **Year** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. List hobbies or talents that lend themselves to teaching and/or extracurricular assignments.

1. List specific instructional or management techniques in which you feel proficient.

1. List those extracurricular activities which you have sponsored or directed.

1. List those extracurricular activities which you feel competent to sponsor or direct.

1. Explain how you integrate technology into your classroom.

1. **I hereby certify that the information herein is a true and complete statement of my personal and professional record to date. I understand that failure to provide accurate information may result in my immediate dismissal.**

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Signature of Applicant Date

Employment will be based on the following procedures unless otherwise noted on vacancy listing:

* Preliminary screening of applicants will be based on ability to meet job description requirements as evidenced by completed application, placement files, transcripts and reference checks. Supportive job-related information not on this form, nor in credentials, may be submitted by the applicant.
* Additional data may be requested from the candidate, or from reference after step one, such as letters of recommendation and other information as determined by the district office.
* Finalists will undergo a criminal identification check.
* Finalists will be required to attend a personal interview.
* A recommendation for employment will be submitted to the board of trustees.
* Notification of employment will be given to the candidate and other finalists.

**NOTE: 1. Applications are considered current for two (2) calendar years. However, applicants must notify district office if they wish to activate their application for specific openings.**

**2. All new employees will be responsible for paying the fingerprinting/background check fee.**