**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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First Name Middle Name Last Name Date

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

Address Social Security Number

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

City, State, Zip Code Telephone Number

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

E-Mail Address DOB **(provide when hired)**

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.

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

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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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.**

**3. Completion of attached “Authorization Notice” is required to complete this application.**

**Updated 04/22/2019**



Sugar-Salem School District No. 322

105 West Center • P. O. Box 150 • Sugar City, ID 83448 • PHONE (208) 356-8802 • FAX (208) 356-7237

**AUTHORIZATION NOTICE on Idaho code 33-1210**

**RELEASE OF INFORMATION PAST JOB PERFORMANCE**

I wish to be considered for employment with Sugar Salem School District #322. I understand that as part of the applicant process, the school district is required by Idaho Code 33-1210 to request that the applicant sign a release statement authorizing the applicant’s current and past employers, including employers outside the state of Idaho, to release to the school district all information relating to the job performance and/or job related conduct, if any, of the applicant and making available to the hiring school district copies of all documents in the previous employer’s personnel, investigative or other files relating to the job performance by the applicant.

I also understand that Idaho Code 33-1210 (b) releases the applicant’s current and past employers, and employees acting on behalf of that employer, from any liability for providing information described in paragraph (a) of this subsection, as provided in subsection (4) of this section. A school district shall not hire an applicant who dos not sign the statement described in subsection (2) of this section.

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Date Signature of Applicant

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

SS# Printed Name, please include all names used in previous districts.

*In addition, the school district or an employee acting on behalf of the school district, who in good faith discloses information under this section either in writing, printed material, electronic material or orally is immune from civil liability for the disclosure. An employer is presumed to be acting in good faith as the time of the disclosure under this section unless the evidence establishes (1) or more of the following: (a) that the employer knew the information disclosed was false or misleading; (b) that the employer disclosed the information with reckless disregard for the truth; (c) that the disclosure was specifically prohibited by a state or federal statute.*

*Information received pursuant to this section shall be used by the school district only for the purpose of evaluating an applicant’s qualifications for employment in the position for which he or she has applied. Except as otherwise provided by law, a board member or employee of a school district shall not disclose the information to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant’s qualifications for employment. A person who violates the provisions of this subsection may be civilly liable for damages caused by such violation.*

*Should you have any question regarding this matter, please contact Mr. Jared Jenks at the above contact information.*