

Kimberly School District #414

141 Center Street West
Kimberly, Idaho 83341
(208) 423-4170

Application for a Certified Position

Name: _____
Last First Middle

Present address: _____
Street City
State Zip Phone: (____) _____
e-mail address Cell Phone: (____) _____

Date available for employment: _____

Please include the address and phone number of a person who would know how to contact you:

Name: _____ Phone: (____) _____

Address: _____

Designate the position(s) for which you are applying or interested in (certification required):
1) _____
2) _____

PROCEDURES:

- Filing an application includes:
 - 1) a letter of introduction.
 - 2) a completed application form.
 - 3) a placement file.
 - 4) current letters of reference.
 - 5) a narrative, not to exceed 300 words identifying your knowledge, strategies, and/or abilities as they apply to the position(s) for which you are making application.
 - 6) questions and answers on page 3 of the application.
- A personal interview will be required before an applicant can be recommended for election.
- Finalists for employment will be required to successfully pass a drug testing and fingerprinting for a background check.
- Assignment within the district is made by the Board of Trustees or their designee.
- Approved teaching certificates are required to validate the contract.
- Upon the acceptance of a contract, the applicant must provide a complete official transcript of credits.
- Applicants may not be discriminated against because of sex, race, color, ancestry, age, exceptionality, national or ethnic origin, religion, conditions of birth, disability, or family or political relationship.
- This is not a contract for employment. Final hiring is the Board of Trustee's prerogative.
- All required documents become the property of School District #414 upon receipt. Applications are not considered unless all 6 items are addressed.

I hereby certify that the information contained in this application is a true and complete statement of my personal record to date. If employed, any misstatement or omission of fact on the application may result in my immediate dismissal.

Signature: _____

Date of Application _____, 20____ Date Received _____, 20____

EDUCATIONAL INFORMATION

	NAME AND LOCATION OF SCHOOL (ADDRESS & PHONE #)	DATES	DEGREE & DATE RCVD.	INITIAL CERT. DATE	MAJOR	MINOR	GPA	HRS AFTER CERT.	HRS AFTER MA
Colleges and / or Universities									

TEACHING EXPERIENCE

- If less than 75% of school year, indicate exact dates of employment. If full school year, list years only.
- May we contact the following employers? Yes _____ No _____
- If no, please attach a written explanation
- List most recent experience first. Include practice teaching and intern experience.

DATES	NAME OF SCHOOL AND LOCATION	YEARS	SUBJECT OR GRADE TAUGHT	SUPERVISOR & PHONE #	REASONS FOR OR WISHING TO LEAVE

REFERENCES

Give at least three (3) current references capable of assessing your ability to perform the work for which you are applying. Include the names of superintendents, principals, practice teaching and intern supervisors under whom you have taught and for whom you have worked who have first-hand knowledge of your teaching ability, character, personality, and scholarship. You may include other individuals on a separate sheet of paper. Please include, when possible, both day & night phone numbers.

NAME	ADDRESS	POSITION	PHONE NUMBER

PROFESSIONAL INFORMATION

List below **Idaho** teaching, administrative, and special certificates held:

TYPE OF CERTIFICATE	ENDORSEMENT(S)	DATE OF EXPIRATION

If you do not hold an Idaho Teaching Certificate, indicate date of application for Idaho Certificate and the type of certificate requested (if more space is needed to explain, attach a separate sheet):

TYPE OF CERTIFICATE	ENDORSEMENT(S)	DATE OF EXPIRATION

List all professional organizations of which you are a member:

Please Note:

Certification: All professional personnel employed by the Kimberly School District must file with the personnel office, a valid and appropriate Idaho Certificate. Failure to file a valid Idaho Certificate with the district by October 15 will result in the withholding of pay. It is the responsibility of the employee to assure all necessary documentation is in place.

Credentials: Each applicant is expected to request his/her placement bureau to send a copy of placement files and your official transcripts to Kimberly School District when application is made. It is the candidate's responsibility to submit any and all documentation to support his/her candidacy for employment in a timely manner.

Experience: Each applicant is required, upon employment, to document with a letter the number of years taught in other school districts. The verification needs to be officially signed by previous district personnel.

Honors Received _____

ANSWER TWO (2) OF THE FOLLOWING FOUR (4) QUESTIONS and QUESTION (5) IN ACCORDANCE WITH YOUR PERSONAL PHILOSOPHY OF EDUCATION. (Use additional sheets of paper and attach to application. Please do not exceed one page per question.)

1. Given the choice, how and what would you report to parents about pupil progress?
2. How do children learn?
3. How would you manage your classroom and/or describe your general discipline procedure?
4. How do you know when children are learning?
5. (required) How do you integrate technology into your classroom? Be very specific.

Please answer the following question as if under oath. Have you ever been convicted of a felony or a misdemeanor?
 _____ yes _____ no If yes, please explain by confidential letter. The existence of a criminal record does not constitute an automatic bar to employment.

Is anyone living at your address required to register for the Sex Offender Registry? _____yes _____no

**The Kimberly School District is an equal opportunity employer.
 Applications from all qualified individuals are considered.**

SPECIAL SKILLS

I HAVE PARTICIPATED IN.....			I AM ABLE TO.....		
High School	College	College Intramural	Activity	Direct or Coach	Assist Only
			Instrumental Music		
			Vocal Music		
			Drama		
			Debate		
			School Newspaper		
			School Yearbook		
			School Clubs		
			Drill Team		
			Dance		
			Baseball		
			Football		
			Tennis		
			Track		
			Wrestling		
			Basketball		
			Volleyball		
			Gymnastics		
			Golf		
			Cross Country		
			Other (specify)		

******* For Employer's Use Only *******

REFERENCE CHECK

EMPLOYER	PERSON CONTACTED	REMARKS / RESULTS
1		
2		
3		
4		

APPLICATION SCREENING RESULTS
Factors in application indicating strong credentials
Factors in application indicating average credentials
Call for interview: _____ YES _____ Not at this time _____ Consider in the future