

# 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  
\_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
State Zip  
\_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_  
e-mail address

Date of Application \_\_\_\_\_, 20\_\_\_\_ Date available for employment: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

2) \_\_\_\_\_

Please list any extracurricular activities: 1) \_\_\_\_\_

2) \_\_\_\_\_

### Procedures:

- Filing an application includes:
  - 1) Letter of introduction.
  - 2) Completed application form.
  - 3) Resume – To include:
    - Current list of references.
    - Certificates
    - Work history
    - Education
    - Experience: Each applicant is required, upon employment, to document with **SDE Form B-6** the number of years taught in other school districts. The verification needs to be officially signed by previous district personnel.
- Approved teaching certificates (please enclose copy) are required. Those seeking Alternative Authorization please provide your plan for obtaining certification.
- Upon the acceptance of a contract, the applicant must provide a complete official transcript of credits, and will be required to successfully pass a drug testing and fingerprinting for a background check.
- 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.
- Preference will be given to eligible veterans pursuant to IC 65-503.
- 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 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: \_\_\_\_\_

**Current Teaching Certification:** Yes \_\_\_\_\_ No \_\_\_\_\_ Alternative Authorization \_\_\_\_\_

**Professional Teaching Information**

My **Initial Teaching Certificate** was received in the State of \_\_\_\_\_ in the year \_\_\_\_\_. My first Idaho teaching certificate was received in the year of \_\_\_\_\_.

List below **Idaho** teaching, administrative, and special certificates held. 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 ELEMENTARY / SECONDARY / OTHER	INITIAL CERTIFICATION YEAR	ENDORSEMENT(S)	CERTIFICATION EXPIRATION DATE

**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<sup>th</sup> will result in the withholding of pay. It is the responsibility of the employee to assure all necessary certification documentation is in place.

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 Have you ever been investigated for (that you know of), arrested for, taken into custody for, cited for, charged with, indicted for, tried for, pleaded guilty to, or were convicted of a felony or misdemeanor, or found to have committed a probation or parole violation? (Exclude minor traffic violations such as infractions, parking tickets, and speeding tickets) \_\_\_\_\_ 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

Have you ever had a teaching certificate denied, revoked, suspended or sanctions placed upon your certificate, in this state or any other?  
 \_\_\_\_\_yes \_\_\_\_\_no

If yes, please explain by confidential letter.

Any deliberate misstatement or concealment of facts regarding these questions may be grounds for non-selection or termination if hired.

**An AFFIRMATIVE ACTION / EQUAL COOPORTUNITY EMPLOYER**