

CERTIFICATED APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

Name _____ Social Security No. _____
(Last) (First) (Middle)

Permanent Address _____ Phone _____
(Street) (City) (State) (Zip)

Address
Until _____ 20____ Phone _____
(Street) (City) (State) (Zip)

PERSONAL DATA

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

List those extracurricular activities which you have sponsored or directed _____

On a separate sheet of paper, please write or type an explanation, not to exceed 250 words, on your major strengths as they apply to the position for which you are making application.

PROFESSIONAL INTEREST

State position desired in the school district;
number in Order of Preference:

1. _____
2. _____
3. _____

Primary position for which applications is made.

If you have a valid Idaho Teaching Certificate, complete the following:

Title of Certificate: _____

Date Certificate was issued:

If you do not have a valid Idaho Certificate check here.

Where are your credentials on file?

EDUCATIONAL TRAINING (list in order of attendance)

(Check to indicate class hours)
 Semester Quarter

College and/or University	Location	Dates Inclusive	Degree Earned and Date of Degree	Major	Hours	Minor	Hours

TEACHING AND JOB-RELATED EXPERIENCE

List most recent experience first - new teachers list cadet teaching – including military if assignment was teaching or instruction.

Name	Employer Location	Superintendent or Supervisor	Number of Years	Date From To	Position Held

REFERENCES

If you have had teaching experience list – Superintendents and Principals for whom you have taught (most recent first).

Name	Title	Address	Telephone No.	Year

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

1. Preliminary screening of applicants will be based on ability to meet job description requirements as evidenced by completed application, placement files, and transcripts. Supportive job-related information not on this form or in credentials may be submitted by the applicant. (Application materials received at the district office more than 10 days after the application deadline will not be accepted.)
2. Additional data will be requested from the candidate or from references after step one, such as letters of recommendation and other information as determined by the district office.
3. Finalists will be required to attend a personal interview at the district office.

4. A Recommendation for Employment will be submitted to the Board of Trustees.
5. Notification of Employment will be sent to the candidate.

It is the candidate's responsibility to check on employment status. Notice of vacancy closings will be remitted to teacher placement centers and district positions only.

I hereby certify that the information herein is a true and complete statement of my personal and professional record to date.

Signature of Applicant

Date