



Russell K. Hammond, Ed.S.
Superintendent

Snake River School District 52

Dear Applicant,

Thank you for your inquiry and interest in a teaching position with the Snake River School District.

In order for your application to be complete, it will need to include the following:

- 1. Letter of application. This is your opportunity to express yourself, personalize your interest in the position, highlight your achievements and tell of your qualifications.
- 2. Completed Certified Application (enclosed). You must complete all of the questions even though you are submitting a resume. We need to have supervisor names and telephone numbers provided.
- 3. Personal resume.
- 4. Transcripts of credit. You must provide individual transcripts for each college or university that you attended. A *copy* can be used temporarily, but you will be required to provide official transcripts if you are employed by the District. Student teachers should provide transcripts for education to date. Please do not assume that your placement file provides transcripts.
- 5. Placement file from your college or university. If you do not possess a file, you must provide a minimum of three (3) letters of recommendation.
- 6. Verification of "Highly Qualified" teaching status as defined by NCLB (such as results of the Praxis test, out-of-state tests, or HOUSE rubric from previous district).
- 7. A copy of your current Idaho Certificate with the appropriate endorsement is required, unless you have just graduated.
- 8. A signed Authorization Notice for Release of Information on Past Job Performance Form (enclosed).
- 9. If you are offered a position, you will be required to submit fingerprints and other information required for a complete criminal background check. The final employment decision is subject to clearance by law enforcement agencies.

We cannot consider you for an interview without a completed file. Applicants are asked not to contact the Board of Trustees, Screening Committee, or Administrators, except as they may be requested to do so. Should you have any questions or need additional assistance, do not hesitate to contact me.

Sincerely,

Gayla Paulk

Gayla Paulk
Administrative Asst.

Enclosures



SNAKE RIVER SCHOOL DISTRICT NO. 52
103 SOUTH 900 WEST
BLACKFOOT, IDAHO 83221-6065
208-684-3001

CERTIFICATED PERSONNEL APPLICATION

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, citizenship, alienage, age, disability, marital status, military service, sexual orientation, or any other legally protected status.

(Please Print)

(Last Name) _____ (First Name) _____ (Middle Name) _____

 (Present Address) _____ (City) _____ (State) _____ (Zip) _____
 Until _____ 20_____ Phone (____) _____
 (Permanent Address) _____ (City) _____ (State) _____ (Zip) _____
 Contact Name _____ Phone (____) _____

Position(s) Applied For: (List in order of preference and be specific)
 1. _____ 2. _____
 3. _____ 4. _____

Type of Teaching/Administrative Certificate(s) held and expiration date(s): _____

Certificate Endorsement(s):

If you do not hold a valid Idaho Certificate, have you submitted an application for a certificate with the State Department of Education? _____ If so, on what date? _____ Have you received an evaluation of your application for Idaho Certification? _____ If so, what deficiencies, if any, were listed by the State Department of Education? _____

Are you currently under contract for the coming year? Yes _____ No _____

Present Position: _____

Estimated number of transferable accumulated sick leave days, if employed in an Idaho school district last year. _____

I will be able to indicate acceptance of a contract if offered by: _____

APPLICANT'S COVENANT: PLEASE READ CAREFULLY.

I certify that the answers to all of the questions in this application and related documents are complete and correct. I understand that: (1) Any contract issued and salary paid to a teacher is conditioned upon the teacher having an Idaho Teacher's Certificate valid for the whole period of service covered by the contract and for courses and/or grades being taught by said teacher; and, (2) Any false statement made knowingly in this application shall constitute sufficient grounds for voiding, at the discretion of the Board of Trustees, any contract issued to the teacher. I also agree that the school district shall not be liable in any respect if my employment is terminated because of false statements, answers, or omissions made in this application or related documents. To determine my qualifications, I authorize the school district to conduct an investigation of my application. I release and allow prior employers, law enforcement agencies*, or other third party agencies to release all information about me to the school district, and I release them from any liability. All colleges/universities which I have attended are hereby authorized to provide a transcript of credit for all my work.

Stamp Date Received
 District Office Use Only

 Signature of Applicant

* Results of a state-mandated background check could affect continued employment at Snake River School District.

 Date

PROFESSIONAL CONDUCT

(All questions must be answered. If more detailed explanation is necessary, use extra sheet.)

1. Have you been suspended, disciplined or dismissed from a position of employment as a result of a material violation of the rules and regulations of a State Board of Education or similar entity? Yes _____ No _____ If so, explain fully and indicate date, name, and telephone number of the person(s) who terminated you (or requested the resignation).

2. Have you ever engaged in any conduct that would constitute grounds for revocation or suspension of a teacher's certificate within the State of Idaho or any other state where you have resided? Yes _____ No _____ If so, explain fully.

3. Have you ever failed or refused to fulfill a contract of employment entered into by you with any school district? Yes ____ No ____ If so, explain fully.

4. Have you ever been dismissed from or asked to resign from any position of employment? Yes ____ No ____ If so, explain fully and indicate date, name, and telephone number of the person(s) who terminated you (or requested the resignation).

5. Have you ever been charged with, entered a guilty plea, or plea of nolo contendere, received a withheld judgment or otherwise committed any act constituting a crime involving sexual misconduct or lewd or lascivious conduct with a minor or been asked to leave employment as a result of or arising out of an allegation of sexual misconduct or harassment? Yes No _____ If yes, please explain fully and indicate the dates.

6. Is anyone living at your address required to register for the Sex Offender Registry? Yes ____ No ____ If yes, please explain fully.

7. Have you been found guilty, entered a guilty plea or plea of nolo contendere or received a withheld judgment for any crime, except a minor traffic offense? Yes _____ No _____ If yes, please explain fully and indicate the dates.

8. Have you ever been found guilty of or received a withheld judgment for any crime involving the use, misuse, possession or sale of alcohol or any controlled substance? Yes ____ No _____ If yes, please explain fully and indicate dates.

9. Are you now unlawfully using or have you within the past two years unlawfully used a controlled substance? Yes ____ No ____

10. Are you able to meet the attendance requirements of, and can you perform the functions of, this position (essential or marginal) with or without reasonable accommodation? Yes ____ No ____ If no, please explain.

CURRENT REFERENCES

(Must be completed. Please list references different than those on your resume.)

NAME	ADDRESS	OCCUPATION	PHONE NUMBER



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Superintendent

Snake River School District 52

AUTHORIZATION NOTICE on Idaho Code 33-1210. RELEASE OF INFORMATION ON PAST JOB PERFORMANCE

I wish to be considered for employment with Snake River School District #52. I understand that as a part of the application 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 does not sign the statement described in subsection (2) of this section.

Date

Signature of Applicant

PID # _____

Printed Name

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 at the time of the disclosure under this section unless the evidence establishes one (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 a school district only for the purpose of evaluating an applicant's qualifications for employment in the position for which he or she has applied. 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; except as otherwise provided by law. A person who violates the provisions of this subsection may be civilly liable for damages caused by such violation.

