

**Kansas Public School District
Application for Certified Personnel Position**

Instructions: Please complete this form; if questions are not applicable, enter "NA." Resumes or attachments may be submitted. Please attach copy(ies) of the current teaching certificate(s) you hold. Upon completion, submit to the Superintendent's Office.

All prospective employees will receive equal consideration without regard to race, color, creed, national origin, sex, age, qualified-disability or veteran status.

Name _____ Date of Application _____

Address _____ Social Security No. _____

_____ Telephone _____

Degree(s) _____

Certificate(s) _____

List specific secondary subjects (**not** areas) you are competent and qualified to teach, i.e., "chemistry" not "science," indicate number of hours in each subject (not applicable to K-6):

Subject: _____ Number of Hours: _____

Have you every applied for employment with Kansas Schools before? Yes No
If Yes, when _____, position (s) _____

Have you previously been employed by Kansas Schools?
If Yes, when _____, position (s) _____

Type of position(s) sought: 1. _____ 2. _____

Is there any reason you would not be able to perform the duties required of the position(s) sought? Yes No

If "Yes," please be specific: _____

Date available to begin employment: _____

EDUCATION:

High School: _____

High School Grade Point Average: _____

Activities/Honors in High School: _____

College(s) Attended: _____

Degree(s): _____

Major/Minor: _____

Grade Point Average for each College: _____

Activities/Honors in College: _____

Other Educational Training (i.e., Vo-Tech, Business Schools): _____

EMPLOYMENT: (please complete full-time/part-time employment information. Start with the most recent employment.)

1. Company/Organization: _____ Telephone: _____

Address: _____

Supervision (indicate if Self-Employed): _____

Date of employment (Month/Year): From: _____ To: _____ Full-Time Part-Time

Job Title and Type of Duties Performed: _____

Reason for Leaving: _____

2. Company/Organization: _____ Telephone: _____

Address: _____

Supervision (indicate if Self-Employed): _____

Date of employment (Month/Year): From: _____ To: _____ Full-Time Part-Time

Job Title and Type of Duties Performed: _____

Reason for Leaving: _____

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3. Company/Organization: _____ Telephone: _____
Address: _____
Supervision (indicate if Self-Employed): _____
Date of employment (Month/Year): From: _____ To: _____ Full-Time Part-Time
Job Title and Type of Duties Performed: _____
Reason for Leaving: _____

4. Company/Organization: _____ Telephone: _____
Address: _____
Supervision (indicate if Self-Employed): _____
Date of employment (Month/Year): From: _____ To: _____ Full-Time Part-Time
Job Title and Type of Duties Performed: _____
Reason for Leaving: _____

5. Company/Organization: _____ Telephone: _____
Address: _____
Supervision (indicate if Self-Employed): _____
Date of employment (Month/Year): From: _____ To: _____ Full-Time Part-Time
Job Title and Type of Duties Performed: _____
Reason for Leaving: _____

May we contact the employers listed above in regard to your job performances? Yes No

REFERENCES:

| | Name | Title | Address | Telephone |
|----|-------------|--------------|----------------|------------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ |

May the Kansas School District contact the above-listed references concerning your job performance?

Yes No

Specify: _____

I hereby declare the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

This application will be retained on file for no more than one (1) year. If I am not hired during that period of time, I must complete a new application in order to be considered for employment. It is my responsibility to notify the Superintendent’s office of my intent to apply for any position opening available with the Kansas Public School District.

I understand if I am a relative of an employee of the Kansas Public School I may apply for any position vacancy except those positions which would place me in the same division, or work area in which a relative is currently employed and which would create a supervisory/subordinate relationship.

I understand that a person cannot be hired for a position funded under the *Job Training Partnership Act* if they are a member of the supervisory staff’s immediate family (wife, husband, son, daughter, mother, father, brother, sister, brother-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-child, grandfather, grandmother, grandson and granddaughter). I hereby certify that I am not related as specified above to a person serving in a supervisory position funded under the *Act*.

I understand completely this application does not create an employer/employee relationship but only shows my effort to seek employment with the Kansas Public School District.

Date: _____

Signature: _____

THE FELONY SEARCH OF APPLICANTS

The Superintendent of the Kansas School District may request an applicant for employment to undergo a State of Oklahoma felony records search. If the applicant has been a resident of the State of Oklahoma for the past year, said felony search shall be based on the name of the applicant. If the applicant has not been a resident of the State of Oklahoma within the past year, a National Felony Search, based on fingerprints, shall be requested. In any National Felony Search, the applicant shall submit to fingerprint examination conducted by the Oklahoma State Bureau of Investigation. The applicant shall pay a fingerprint search fee not to exceed fifty dollars (\$50.00) or the cost of the search, whichever is the lesser amount. Such fee shall be reimbursed by the Kansas School District if said search is negative.

Employment shall not exceed sixty (60) days, pending receipt of felony search requests.

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