Wyoming Statewide Certified Application

Note: Applications which are submitted to a school district will remain active at that district for one year. The district will normally keep the application on file for two years. Contact individual districts about procedures for reactivating an application that is more than one year old. **Individual school districts may require additional information other than that asked for on this application.**

Personal Information

Last Name, First, Middle	Social Security Number
Present Address	Date
City/State/Zip	Home Phone
Permanent Address	Other Phone
City/State/Zip	E-mail Address
When will you be available to begin work?	

Teaching Endorsements

Please indicate 1st, 2nd and 3rd choice in the level(s) for which you are applying. Teachers and coaches must possess or be eligible for Wyoming Certification - with supporting course work and endorsement in each teaching assignment area. The applicant is responsible for securing all appropriate certifications and endorsements.

Elementary	K-3	4-6	K-6	Subject Area(s): (PE, Art, Music)	

Some districts have small rural schools located some distance from a population center. Do you wish to be considered for vacancies in those schools? ☐ Yes ☐ No

Middle School	Subjects endorsed to teach:

Secondary	7-9	10-12	7-12	Indicate subjects you are endorsed to teach below:

(1)		(2)		(3)	

Special Education/Related Services	K-6	7-9	10-12	K-12

Area(s) of endorsements:	

Exams and Highly Qualified Status

List the Praxis exams which you have passed:

List the subject areas for which you are considered "highly qualified" in Wyoming:

Extra Duties

Check the extra duties for which you are certified by the State of Wyoming and/or are willing to sponsor. Blacken the box of any sport in which you are certified by the State of Wyoming to serve as head coach.

☐ Basketball ☐ Football ☐ Golf ☐ Cross-Country ☐ Volleyball ☐ Ski ☐ Swim ☐ Tennis

☐ Wrestling ☐ Speech ☐ Drama ☐ Track ☐ Soccer ☐ Cheerleading

Other	

Academic Preparation

Include all college and university preparation. Express college credits in semester hours. Multiply quarter hours by 2/3 to change to semester hours. Attach an extra sheet if needed.

Name of School & Location	Dates Inclusive	Degree	Major	Minor	# of Sem. Hrs.	
					Major	Minor

Student Teaching

Name of School & Location	Subject/Grade	Dates	Supervisor	Phone

Experience

List all teaching experience and non-teaching experience of three months or longer. Begin with the most recent position. Attach an extra sheet if needed.

Name of School/Business & Location	From-To	Position	Reason for Leaving

References

Please list three to five persons who can answer questions concerning your qualifications for the position you seek. Include superintendents, principals and other supervisors under whom you have worked. The district reserves the right to contact persons not specified by you. Submission of an application to the district constitutes your permission and consent for the district to contact any person(s) and discuss you, your qualifications and other pertinent matters.

Name/Title	Address/City	Email	Phone

Personal Information			
	Are you able to perform the essential functions required of the position for which you are making application, with or without accommodations? If no, please explain:	☐ Yes	☐ No
	Have you ever been convicted of a felony or any offense involving moral turpitude (e.g., theft, attempted theft, murder, rape, swindling, and indecency with a minor) or has any court received a plea of guilty or a plea of nolo contendre from you? If yes, please explain:	☐ Yes	☐ No
	Have you ever been convicted of any felony or sentenced or received a deferred prosecution or probation for any charge including any crime relating to child abuse or neglect, or any crime relating to sexual abuse of a minor? If yes, please explain:	☐ Yes	☐ No
	Have you ever been dismissed or asked to resign from any job? If yes, please give details:	☐ Yes	☐ No
	Do you have, or have you had, continuing contract status in any other Wyoming school district? If yes, list dates and with which district:	☐ Yes	☐ No
	Are you legally authorized to work in the United States?	☐ Yes	☐ No
	Will you, now or in the future, require sponsorship for employment status (e.g. H-1B visa status)?	☐ Yes	☐ No

Wyoming school districts do not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Any person who feels that discriminatory conditions exist concerning Title VI, Title IX or Section 504 of the Rehabilitation Act of 1973 may contact the district's coordinator or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, 307/777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204-3582, 303/844-5695, TDD 303/844-3417.

General Information	
	1. List any honors you received in college:
	2. List any honors you have received as a professional:
	3. List your professional and community activities.
	4. What instructional techniques do you plan to use in your teaching? (Please use complete sentences.)
	5. What will you do to ensure your students learn? (Please use complete sentences.)

Authorization	
	I authorize any school district to which this application is submitted to obtain information about any criminal records I may have. I also authorize all governmental agencies to provide information to the school district about any criminal record I may have. I verify that all information on this employment application is true and complete. I understand that any misrepresentation, falsification, or omission on this application or other documents submitted to the school district will be sufficient cause for this application not to be considered by the school district or for dismissal if I have been employed. I authorize any Wyoming school district for which I have completed an employment application to check my references, to obtain information from my prior employers and educational institutions, and to take other actions to investigate any information provided in my employment application, and to obtain information relevant to evaluating my qualifications and fitness for a teaching position. I authorize the release of any and all information or records maintained by the Wyoming Department of Family Services. I authorize my listed references, past employers and educational institutions, and anyone else who has information about my work history, education, qualification or fitness, to provide such information to any Wyoming school district. I release the school district and all persons providing information to the school district from any liability whatsoever for obtaining and providing that information. Upon occasion, school districts are asked by other educational institutions, such as other districts, to provide names of candidates for areas in which they have vacancies. Do you consent to the release of your application information to these other institutions? ☐ Yes ☐ No

A photocopy of this release shall be effective as the original. Electronic submission shall be interpreted as authorization of the above information.

Signature **Date**