

UNIFIED SCHOOL DISTRICT NO. 407

802 N. MAIN
RUSSELL, KS 67665



PH: 785-483-2173
FAX: 785-483-2175

An Equal Opportunity and Affirmative Action Employer

CERTIFIED PERSONNEL APPLICATION

(Please Print or Type)

Date of Application

Date of Availability

Position Sought

Full Time Part Time Substitute

Do you hold a Kansas Teaching License? Yes No

ENDORSEMENTS:

FOR DISTRICT USE ONLY

Interview Date: _____

Interview Chairperson: _____

Assignment: _____

Position Offered: Yes No

Position Accepted: Yes No

Salary: _____

Salary Placement Schedule: _____

Employment Effective Date: _____

Application Renewal Date: _____

APPLICANT:

Last

First

Middle

SSN (optional)

PERMANENT ADDRESS:

Address

City

State

Zip

Telephone Number

LIST ANY OTHER COMMUNITIES YOU HAVE LIVED IN FOR THE PAST 7 YEARS:

City/State

County

Dates of Residence

I. EDUCATIONAL BACKGROUND

Total Undergraduate Hours _____

Total Graduate Hours _____

Level	School Name and Location	Dates Attended		Total Hours	Major Field	Degree Awarded
		From	To			
Graduate Work						

Under-Graduate Work						

STUDENT TEACHING EXPERIENCE

<i>Subject/Grade Level</i>	<i>Dates</i>	<i>Institution/Location</i>	<i>Supervisor</i>

INTERNSHIP EXPERIENCE

<i>Field</i>	<i>Dates</i>	<i>Institution/Location</i>	<i>Supervisor</i>

HIGH SCHOOL INFORMATION

<i>Name of School</i>	<i>School District</i>	<i>Location</i>	<i>Year of Graduation</i>

II. PROFESSIONAL EDUCATION EXPERIENCE

List Experience in Chronological Order Starting with Last Position Held. (Account for all periods of time including military service and any period of unemployment.)

No. Years Experience	Date		Name of School	Assignment	Supervisor Name and Address
	From	To			

III. PHILOSOPHICAL INFORMATION

In 75 words or less, please address each of the topics below:

1. My philosophy of education.

2. My reason for wanting a professional education position in USD No. 407.

3. Approaches I employ to motivate students.

4. Behavioral management techniques to which I subscribe.

IV. USD NO. 407 DISCLOSURE STATEMENT

The tremendous responsibility the school district has to its school children and community necessitates the following information from all applicants regarding convictions. A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed. Applicants must report any convictions that occur subsequent to the time they initially completed this form.

Moral turpitude includes, but is not limited to; theft, attempted theft, murder, rape, swindling, and indecency with a minor. Have you ever been convicted of a felony or misdemeanor involving moral turpitude? If yes, explain: Yes No

Have you ever been placed on diversion or had deferred criminal proceedings of a felony or misdemeanor involving moral turpitude? If yes, explain: Yes No

Do you presently have pending any violations of law other than minor traffic violations? If yes, explain: Yes No

Has your administrative certificate/license or teaching certificate/license, in any state ever been annulled, suspended, or revoked? If yes, explain: Yes No

V. OTHER INFORMATION

1. The applicant should enclose an official up-to-date college transcript and college credentials.
2. The applicant should feel free to send any other information that may benefit the applicant's candidacy.
3. The applicant should be certain to complete all parts of the application as requested. Please do not say, "Refer to Resume'."
4. The applicant should send the application to: Superintendent of Schools, Unified School District No. 407, 802 N. Main, Russell, Kansas 67665.
5. The applicant should feel free to call or make any inquiries desired concerning the recruitment process or the position.
6. This application will remain on file for a calendar year. If it has not been renewed, it will then be destroyed.

VI. REFERENCES

Please list the name, email, address, and telephone number of four persons who know of your professional work and/or qualifications.

Name & Email	Address	Telephone	Official Position
Name: Email:			
Name: Email:			
Name: Email:			
Name: Email:			

VII. SIGNATURE

I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.

I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.

I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation, and I release you from all liability for any damages that may result from your doing so.

Applicant's Signature

Date

The Unified School District No. 407, Russell County, Russell, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact the Title IX Coordinator, the Section 504 Coordinator, or Superintendent of Schools, 802 N. Main, Russell, KS 67665, Telephone (785) 483-2173.