



Parma School District #137

Striving for Excellence

805 E. McConnell
Parma ID 83660
208/779-4069 ext. #1602 208/779-4080 Fax

CERTIFIED APPLICATION

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status. An Equal Opportunity/Affirmative Action Employer.

PERSONAL INFORMATION

First Name (Legal)		Middle Name (Legal)	Last Name (Legal)	
Street Address		City	State	Zip Code
Home Phone/Cell Phone Number	Social Security Number		Email Address	
Emergency Contact/Relationship			Phone Number	
Position/Grade Level Desired				

Employment History

Are you under contract? Yes No Where? _____

If under contract, can you be released if you are offered another position? Yes No

Have you ever been refused a tenure or a continuing contract? Yes No

If yes, comment _____

Have you ever been discharged? Yes No

If yes, comment _____

Have you ever had a certificate or license revoked or suspended? Yes No

If yes, comment _____

TEACHING EXPERIENCE: List chronologically all teaching experience. If you have a total of three years or less of teaching experience, please include Student Teaching. (do not include substitute teaching).

Name of School/ District #	City/County	State	Position Held/ Subjects	Dates From/To	Full or Part Time	Supervisor Name and Phone #

CERTIFICATION (Please include a copy)

Endorsement	Dates To/From	State Certification was Held

Education

List all college and university attendance. Include copies of all college and university transcripts.

College and/or University	Location	Degree Earned	Date of Degree	Major	Minor
High School		Location	Year Graduated		

Activities

Extra-curricular and/or athletic activities you have experience in and/or be willing to lead. (Example: yearbook, sports programs, coaching, band, choir, debate, clubs, etc.)

List areas of interest that you have experience:

1. _____
2. _____
3. _____
4. _____
5. _____

List areas of interest that you would be willing to lead:

1. _____
2. _____
3. _____
4. _____

List any workshops, staff development, classes, professional growth activities, computer programming expertise relevant to this position:

1. _____

2. _____

3. _____

Please write an explanation, not to exceed 250 words, of your major strengths as they apply to the position for which you are applying.

Reference

BACKGROUND CHECK: All employees who are hired by Parma School District #137 will be required to have a background check.

Have you ever been convicted, plead guilty, no contest, or had a withheld judgement for a misdemeanor involving theft, violent crime, use/possession of a controlled substance or crime against children or any felony?

Yes No If yes, explain: _____

REFERENCES: It is the applicant's responsibility to provide the following information in order to be considered for employment.

1. The names, phone numbers and addresses of at least three reference sources. Including current employer if employed or last employer if not currently employed.
2. Applicants with work experience must provide recommendations from principals and/or superintendents from all contracts involving additional work experiences within the past three (3) years. If experience was not within the past three years, provide references from last contracted experience.

Name of Reference	Position/Relationship	Mailing Address	Phone #

CERTIFICATION AND RELEASE

I certify that the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of fact called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the school and/or its agents including consumer reporting bureaus to verify any of this information by searching appropriate information and record sources. I authorize all employers, persons, schools, companies, law enforcement authorities and state agencies to release any information concerning my background and hereby release those parties from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If school policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to being offered a position and/or during employment.

Signature _____

Date _____

Applications are kept on file 1 year from date of signature.



**APPLICANT'S
RELEASE AND AUTHORIZATION**

Idaho Code 33-1210 authorizes the applicant's current and past employers, including employers outside the state of Idaho, to release to the Parma School District all information relating to the job performance and/or related conduct, if any, of the applicant and making available to the school district copies of all documents in the previous employer's personnel, investigative or other files relating to the job performance by the applicant.

Full Name: _____

I, _____, an applicant for a position with the Parma School District, in Parma, Idaho request that the _____ School District, located in _____, provide a copy of the documents relating to my job performance or job-related conduct in my personnel file to the Parma School District within 20 business days of the date of this request.

Specifically, the following documents are requested to be released:

- All annual evaluations;
- Letters of reprimand or direction;
- Letters of commendation or award;
- Disciplinary actions and documentation of disciplinary investigations;
- Recommendations for probation, notices of probation, and notices of removal from probation;
- Recommendations for termination or nonrenewal;
- Notices of termination or nonrenewal;
- Notices from the Idaho professional standards commission or other similar state agency of action taken against an individual's certificate; and
- Any rebuttal documentation filed by the employee relative to any of the above documents.

This Release and Authorization further authorizes _____ (PRIOR DISTRICT) personnel to discuss my job performance with any identified representative for the Parma School District where I am an applicant for a position.

I understand that by signing this release, I am waiving my right to keep this information confidential. I certify that my consent for the release of this information is entirely voluntary. I release my current and past employers and employees acting on behalf of that employer, from any liability for providing the information set forth above, or for discussing my job performance with representatives of the Parma School District. I certify that I understand this consent to release can be revoked by me at any time in writing but will not be effective for materials already released under it.

Signature

Date