



NOTUS SCHOOL DISTRICT #135

25257 Notus Road, Caldwell, ID 83607

(P) 208.459.7442 (F) 208.453.1027

www.nsd135.org

"An Equal Opportunity/Affirmative Action Employer"

Certificated Employment Application

Educating the Communities of Tomorrow

Application Instructions:

Complete the application in your own handwriting. Please be sure that your name is on all pages of the application. Since the completed application will be part of your personnel folder, please do not fold. Your application will be considered for all positions for which you are qualified. In order for your application to be considered "complete", you are required to include all the items listed below.

Application Packet Requirements:

Completed Certified Application

Authorization for Release of Information-5100F1

Resume

Copy of current Idaho Credential

Transcript(s) with degree(s) posted (unofficial copies accepted with application only; official transcripts required upon hire)

Placement file forwarded to Human Resources or three (3) current letters of recommendation

Two (2) Professional Reference forms forwarded to Human Resources

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

How to apply for a Certified Position:

Step 1: Complete the Certified Application

Step 2: Mail Completed Application to:

Attn: Human Resources

Notus School District #135

25257 Notus Road

Caldwell, ID 83607

The Selection Process:

- When your application packet is complete and turned in you will be considered for all positions for which you are qualified. After applying, if you become aware of a specific opening for which you would like to apply, please send a letter stating your interest in that position.
- Preliminary screening of applicant will be based on the ability to meet job description requirements as evidenced by a completed application and additional required items. Candidates selected for an interview will be notified by telephone. During an interview, you will be asked questions about your skills and experience and how they are related to the current job opening.
- Final selection is made based on the application information received, the interview and the reference checks. The candidate selected for the position will be notified by telephone.



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Applicant Information

Full Name:	<i>Last</i>	<i>First</i>	<i>Middle</i>	<i>Date:</i>
Home Address:	<i>Street address</i>		<i>Apartment/Unit #</i>	
	<i>City</i>		<i>State</i>	<i>Zip Code</i>
Mailing Address:	<i>Mailing address</i>		<i>Apartment/Unit #</i>	
	<i>City</i>		<i>State</i>	<i>Zip Code</i>
Home Phone:	()	E-mail Address:		
Cell Phone:	()	Social Security #: (optional)	-	-

Position for Which You Are Applying

<input type="checkbox"/> Teaching K-3 <input type="checkbox"/> Teaching 4-6 <input type="checkbox"/> Teaching 7-12 <input type="checkbox"/> Counselor <input type="checkbox"/> Nurse	<i>1st Choice (Grade Level or Subject)</i>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Either
	<i>2nd Choice (Grade Level or Subject)</i>	
	<i>3rd Choice (Grade Level or Subject)</i>	

Activities

Non-Athletic Activities you would be willing to sponsor (ie. Yearbook, cheerleader, student council, honor society)

I have experience in the following:	No experience, but interested in assisting in the following:
1.	1.
2.	2.
3.	3.

Activities

Athletic Activities you would be willing to coach (ie. Head coach, assistant coach, player)

I have experience in the following:	No experience, but interested in assisting in the following:
1.	1.
2.	2.
3.	3.

Professional Interest

Have you ever been employed by the District? Yes No

If yes, when? _____

Have you ever been terminated or asked to resign by the District? Yes No

Have you taken the Praxis II in your teaching content area? (If yes, please enclose a copy) Yes No Do

you have the Idaho Technology Competency Certificate? (If yes, please enclose a copy) Yes No Do you

have the Idaho Comprehensive Literacy Certificate? (If yes, please enclose a copy) Yes No Have you been

convicted of a felony? Yes No

Do you have a relative currently working for the school district? Yes No

If yes, list relatives name and relationship: _____

Do you have a valid teaching Certificate? If yes, complete the following: Yes No

What state? _____ Title of Certificate: _____

Date certificate issued: _____ Initial certification year: _____

Endorsement(s): _____

If no, please explain when you plan to obtain your certificate. _____

Credits earned “*after initial teaching certificate*” will be used in determining placement on salary schedule.

Additional credits earned after certification. _____

Notus School District #135 is an equal opportunity employer/educator with a drug, alcohol and tobacco free environment. Discrimination based on race, color, religion, sex, age, disability, national origin, financial ability, parental status or marital status does not exist in the District. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the organization. Questions or complaints should be addressed Human Resources.

Education

Colleges and Universities/ City and State	Dates Attended From—To	Degree Earned	Major Subject	Minor Subject

Employment Experience

List all positions held six (6) months or more. Begin with last position. Are you presently under contract in another school district? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Available _____						Please check the appropriate boxes.			
Dates: From / To	Position Grade/Subject	District & School	Street Address, City, State, Zip	Principal / Work Phone	Full Time	Part Time	Sub- stitute	Private School	
Reason for leaving:									
Reason for leaving:									
Reason for leaving:									
Reason for leaving:									

Professional References

(List at least 3 current references capable of assessing your ability to perform the work for which you are applying. Include the names of Superintendents or Administrators with whom you have worked)

Name	Title	Address	City / State / Zip	Accessible Phone #

Professional Growth

List professional growth activities, staff development, workshops, classes, and computer expertise you've taken in the past 3 years.

1. _____

2. _____

3. _____

List the professional committees and task forces and the role in which you served.

1. _____

2. _____

3. _____

Please Note: All applicants must sign below

I hereby certify that this application contains no misrepresentation or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment.

I understand that I will be required to possess a current valid Idaho driver's license if the position applied for requires driving in the course of work. I understand that I will also be required to provide a copy of my official driving record and proof of insurance and that any offer of employment is contingent upon my ability to be covered by Notus School District auto insurance, if required for position applied for.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

The Immigration and Reform Act of 1986 requires the District to verify that all new employees are eligible to work in the United States. Upon employment with the District and individual will be required to provide appropriate documentation of both employment authorization and individual identity **within the first three days of employment**. This verification is a condition of employment.

I understand that fingerprinting and a criminal record check are required by law for any successful applicant of the Notus School District. The cost of the fingerprinting is considered an expense to the applicant upon hire and will **not be reimbursed** by the Notus School District. The current processing fee for fingerprinting is \$40.00. Any offer of employment is contingent upon clearance for continued employment by the State Department of Education.

As part of my application for employment, I hereby consent to and authorize the release of any and all information to Notus School District, which may be considered in evaluating my qualifications for employment. I therefore release all parties and persons connected with any request for information from all claims, liability and/or damages for whatever reasons arising out of furnishing such information.

Date _____ Signature of Applicant _____

Narrative

Please answer the following questions in accordance with your personal philosophy of education.

1. Why do you want to teach in the Notus School District?

2. What do you think is the single most important issue facing education today?

3. How do you assess and facilitate the climate in your work setting? (e.g., classroom, school, district)

Narrative

Please answer the following questions in accordance with your personal philosophy of education.

4. What are the essential aspects of effective reading instruction and why? (Elementary only)

5. Please write a note to students and/or parents, which explains your grading procedure. (Secondary only)

6. How will you demonstrate flexibility and responsiveness in meeting the needs and accelerate the learning of a diverse student body (e.g., special education students, ESL students, underachieving students, gifted and talented students)?

7. Please tell us how you heard about the Notus School District. Please check those that apply.

- Local Newspaper
- District Office Postings
- NSD #135 Web Site
- University Career Fair at _____
- Other _____

CRIMINAL HISTORY BACKGROUND STATEMENT

Applicants Note: Answer all questions on this form. Incomplete information may cause your application to be delayed or rejected.

PLEASE PRINT

State	Driver License Number	Last Name	First Name	Middle Name	Date of Birth	Sex	Social Security Number
Address		City		State	Zip	Telephone	

List maiden/other names previously used. _____

List other states where you have resided as an adult (above 18 yrs of age). _____

YOU MUST CHECK YES OR NO TO EACH QUESTION BELOW.

1. Are you able to perform the essential tasks of the job for which you are applying? Yes No
 If the answer is no, please explain: _____
2. Have you ever been convicted of an offense other than a minor traffic violation? Yes No
 (DUI and DWI convictions are not minor and must be reported)
3. Have you ever been arrested for a felony? Yes No
4. Have you ever been charged with a felony? Yes No
5. Have you ever been convicted of a felony? Yes No
6. Have you ever been arrested (even if no contest or charges dropped or pled down) for a sex-related offence? Yes No
7. Have you ever been charged (even if no contest or charges dropped or pled down) for a sex-related offence? Yes No
8. Have you ever been convicted (even if no contest or charges dropped or pled down) for a sex-related offence? Yes No
9. Have you ever been arrested (even if no contest or charges dropped or pled down) for a drug-related offence? Yes No
10. Have you ever been charged (even if no contest or charges dropped or pled down) for a drug-related offence? Yes No
11. Have you ever been convicted (even if no contest or charges dropped or pled down) for a drug-related offence? Yes No
12. Have you ever been arrested for an act of violence, including domestic violence? Yes No
13. Have you ever been charged for an act of violence, including domestic violence? Yes No
14. Have you ever been convicted for an act of violence, including domestic violence? Yes No
15. Has your professional license ever been revoked? Yes No
16. Have you ever been discharged or separated from a position with a school district or been asked to resign a licensed arrangement? Yes No
17. Have you ever been the subject of an investigation by a school district or any other employer? Yes No
18. Have you ever had sanctions placed on your teaching certificate for any reason? Yes No
19. Have you ever been denied a teaching certificate anywhere? Yes No
20. Is disciplinary action currently pending anywhere against your certificate? Yes No

If you have answered yes to any of questions 2-20, please explain: _____

PROFESSIONAL REFERENCE FORM

_____ has applied for a certified position with the Notus School District. Please rate this applicant in each of the following categories by comparing this individual with others you have observed or for individuals you have had evaluative responsibility. Please check only one column, per line.

CATEGORY	Upper 10%	Upper 25% but not upper 10%	Upper 50% but not upper 25%	Lower 50% but not low- er 10%	Lower 10%	No basis for judgment
1. Classroom Management. Provides for large groups, small groups and individual instruction; develops routines and procedures to increase academic learning time; provides an environment conducive to learning.						
2. Discipline. Recognize conditions, which may also lead to discipline problems; establishes clear parameters for student behavior; develops strategies to prevent discipline problems; responds appropriately when problems occur; assists students toward self-discipline						
3. Clarity of Expression. Understands, presents, and discusses concepts precisely, answers questions clearly. Writes effectively using appropriate grammar, spelling, and legible penmanship. Uses the voice appropriately by varying volume and expressions according to task.						
4. Flexibility. Learns new concepts or ways of doing things willingly; co-operates with youth and adults; effectively uses various teaching styles; successfully teaches a variety of assignments; responds to constructive comments and supervision; works well with others in a team, faculty, or parent situation.						
5. Enthusiasm. Displays overall optimism and zeal. Willing to be involved. Participates in district, as well as building projects and committee work. Uses facial expressions, body language, and presentation skills that demonstrate a caring and warmth toward students and prescribe program appropriate to meet needs.						
6. Instructional Skills. Plans and implements effective lessons; has knowledge of current approaches to teaching; applies new ideas and skills. Uses a variety of styles/methods when presenting lessons, which reflect planning and pacing skills appropriate to the students and an enthusiasm for the subject of learning.						
7. Modeling Appropriate Behavior. Encourages respect and confidence of students, parents, and staff. Maintains professional demeanor, behavior, and attire. Models appropriate learning behaviors.						
8. Commitment to Accomplishment. Exerts effort to attain goals; desires productive results. Organizes ideas, time management, and space in a way that the accomplishment occurs. Demonstrates an attitude toward professionalism plans/goals; evidences "self-motivation". Is committed to student growth.						

<p>9. Relation to Students. Develops favorable relationships with students; exhibits empathy for students, is interested in their learning and welfare; responds to student's needs; relates to students of varying socioeconomic, ethnic backgrounds, different learning styles, and various handicapping conditions.</p>					
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Please complete the following information:

How long have you known the candidate? _____

In what capacity did the applicant work with you? _____

Where? _____

What was your title at the time? _____

Basis for your evaluation: (Please check those that apply.)

- Served as Supervisor/Evaluator
 Observed applicant as colleague
 Observed applicant in community
 Other How long? _____

Comment: _____

Name: _____ Phone: _____

Address: _____

Signature: _____

Thank you!

Please return all pages of this form to:

NOTUS SCHOOL DISTRICT #135
Attn: Human Resources
25257 Notus Road
Caldwell, ID 83607

<p> INFORMATION DISCLOSED ON THIS FORM IS CONSIDERED <u>CONFIDENTIAL</u> </p>
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**AUTHORIZATION FOR RELEASE OF INFORMATION ON PAST
EMPLOYMENT WITH SCHOOL EMPLOYERS
IDAHO CODE 33-1210**

Idaho Law requires applicants for any position at any Idaho Public School to allow the hiring school district employer to obtain a copy of past public school employer personnel file materials and other documentation relating to the performance of the applicant when such applicant was employed by any other public school, whether in Idaho or any other state.

Before hiring an applicant for any position, the District must request the applicant to sign this form. Should the applicant refuse or fail to sign this form, the District is not permitted to hire the applicant for any position. This authorization does not limit any employer from seeking additional information or disclosures from any applicant.

This form:

1. Authorizes current and past public school employers of the applicant/undersigned on this form, including applicants outside the State of Idaho, to release to the hiring school district all information relating to the job performance and/or job related conduct of the applicant and make available to the hiring school district copies of all documents in the previous employer's personnel file, investigative file or other files relating to the job performance of the applicant; and
2. Releases the applicant's/undersigned's current and past employers, and employees acting on behalf of the employer, from any liability for providing the above-mentioned information.

33-1210 RELEASE I understand that the above requirements are a condition of my obtaining employment with the District and I consent to my current and former employers, both inside and outside the State of Idaho, upon receipt of this signed authorization, to comply with Idaho law. I further consent that such authorization may be provided to the hiring District via electronic means.

Signature of Applicant

Date

Printed Name of Applicant

Identifying Employee Number/Name of Applicant or other Identifying Information for Past Employer

Information obtained through the use of this release will be used only for the purpose of evaluating the qualifications of the applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.

- **A copy of this release and all other information obtained through use of this release will be placed into the applicant's personnel file with the District upon employment of the applicant, if any.**
- **An applicant's failure to disclose any former school district employer, whether within or outside of the State of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the District's reporting of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.**
- **By accepting an executed copy of this form, the hiring school district makes no guarantee or promise of employment to the applicant. Further, the hiring school district may employ the applicant on a conditional basis pending review of information gathered pursuant to this release. Such conditional employment is not a guarantee or promise of continued employment with the hiring school district for any length of time or pursuant to any additional conditions.**