

Unified School District 343

Perry-Lecompton Schools

Application for Certified Staff

Message to the Candidate:

Thank you for your interest in our school district. It is important for you to read all instructions listed below prior to completing the application.

A. Complete all sections of the application by printing or typing. Answer all questions completely, accurately and honestly.

B. A resume is required, but is not acceptable in lieu of a completed application.

C. Unofficial transcripts may be submitted with the application for the selection process. Official transcripts are required for employment purposes.

D. Please contact your Career Placement Office to request your credentials be sent to our Office. If you do not have a credential file with a college or university, you may submit a minimum of three (3) letters of reference. The letters must not be more than one year old.

E. Questions concerning Kansas certification requirements may be answered by writing or calling the Certification Office, Kansas State Department of Education, 120 East 10th Street, Topeka, Kansas 66612-1183. Telephone: 785-296-3201.

The following completed application material must be in your file in order for you to be considered for employment:

1. Cover letter stating your interest in our position
2. Resume
3. Completed application form
4. Career Placement File
5. College Transcripts
6. A copy of your Kansas Certificate

Please send all material to the following:

Debbie Woodson, Unified School District 343, P.O. Box 729, Perry, Kansas 66073

The purpose of USD 343 is to provide all students the equal opportunity for improvement at the highest level of their ability in a positive and safe environment.

PERSONAL DATA

Name
First Middle Last

Social Security Number

Address
Street Mailing (if different) City State Zip

Phone Number(s) Home Other E-mail

Current Employment
Company or School District Position

Address Telephone

Briefly state your reason for desiring a change:

Are you now under contract with a school district? School District

In what civic or collegiate activities and organizations have you participated?

What civic or collegiate honors have you received?

Have you been convicted of a crime involving the physical, mental, or sexual abuse or exploitation of minors?

Have you been convicted of a felony? (An affirmative answer to this questions will not automatically disqualify you from consideration for employment.)

If yes, please explain.

May we contact you during business hours? If yes, how?

Do you hold a **Kansas Certificate/License**? Expiration Date List endorsements by level and area:

List student activities and athletics which you are able to direct.

EDUCATION AND PROFESSIONAL TRAINING

(Please list all undergraduate and postgraduate credit.)

High School	Location	Graduation Date	Honors

Colleges/Universities And Locations	Dates Attended From To	Major Field of Concentration	Degree and/or Semester Hours	Graduation Date

STUDENT TEACHING EXPERIENCE

School Name/ Address and Phone	Dates Taught From To	Building Principal	Cooperating Teacher	Grade or Subject

EMPLOYMENT HISTORY

Please list all present and past employment, beginning with the most recent. (Attach an additional sheet if necessary.)

Employer's Name, Address and Telephone Number	Dates of Employment	Briefly describe your position	Salary	Name of Supervisor
	From: <input style="width: 40px;" type="text"/> To: <input style="width: 40px;" type="text"/>			
	From: <input style="width: 40px;" type="text"/> To: <input style="width: 40px;" type="text"/>			
	From: <input style="width: 40px;" type="text"/> To: <input style="width: 40px;" type="text"/>			
	From: <input style="width: 40px;" type="text"/> To: <input style="width: 40px;" type="text"/>			
	From: <input style="width: 40px;" type="text"/> To: <input style="width: 40px;" type="text"/>			

REFERENCES

List only those qualified to pass judgment on your qualifications for the position you seek. Those who have knowledge of your ability as a teacher will be considered quality references; i.e., superintendents, principals, supervisors, etc. We will not be able to use your references unless you provide adequate contact information.

Name, Occupation, and Position	Address Street City State Zip	Telephone

STATEMENT BY APPLICANT

Please use this space for listing other pertinent information.

I authorize investigation of all statements in this application, including investigation of previous employment experiences, if I am considered for employment. I certify that the above answers are true and complete. I understand that falsification of facts on this application shall be considered sufficient cause for disqualification or dismissal. References and personal information which are part of this record are to be regarded as confidential and will not be revealed.

Signature: _____

Date: _____