

# APPLICATION FOR CERTIFIED EMPLOYEES

## UNIFIED SCHOOL DISTRICT NO 365 ANDERSON COUNTY GARNETT\*GREELEY\*MONT IDA\*WESTPHALIA

To be considered for a position in USD 365 each applicant must complete the application process. The application will be considered complete when the following items have been received at the USD 365 district office.

- \_\_\_\_\_ Letter of Application
- \_\_\_\_\_ Completed Application Form
- \_\_\_\_\_ Resume'
- \_\_\_\_\_ College Placement Office Credentials
- \_\_\_\_\_ College Transcripts
- \_\_\_\_\_ Copy of Kansas Teaching License

If the applicant is selected and accepts a position in USD 365, the information given herein becomes a part of the employee's professional record.

It is the policy of the Board of Education of USD 365, Garnett, Kansas, to assure equal opportunity to qualified individuals regardless of their race, religion, color, sex, disability, national origin, ancestry or age, and to promote the full realization of equal employment opportunities to everyone. This policy covers all aspects of the employment relationship including recruitment, hiring, placement, promotion, transfer, training and apprenticeship, compensation, layoff, termination and harassment.

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Address \_\_\_\_\_ Phone \_\_\_\_\_

Social Security Number \_\_\_\_\_

Positions applied for (subject areas and/or grade levels) in order of preference.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date available for employment \_\_\_\_\_

Are you currently under contract to another USD or employer? \_\_\_\_\_

If so, when does the contract expire? \_\_\_\_\_

Kind of teaching license you now hold \_\_\_\_\_ State \_\_\_\_\_

List activities you are able and willing to direct or coach: debate, drama, band, vocal groups, student council, publications, football, basketball, track, other: \_\_\_\_\_

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**Academic Preparation**

High School City, State

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College/University City, State Degree or Hours

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Please list: high school and college activities, awards and recognitions, and community and civic activities.

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**Record of Employment** (Most recent first)

Position	Dates of Employment	Employer	Employer's Address	Supervisor or Administrator	Salary
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Please provide a brief essay on “Keys to Successful Teaching”. You may handwrite or type the essay on this page or provide a word processed copy. Do not exceed one page.

**References:** Please list below the name, address, and phone numbers of persons who may be contacted to provide an appraisal regarding your professional skills, abilities and the quality of your work.

Name	Address	Phone	Nature of Association
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Residence**

Have you been a permanent resident of the state of Kansas for the past ten (10) years?     Yes     No

If no, please list your addresses for the past ten (10) years with the most recent listed first. State law requires a criminal background check for hirees with less than ten (10) years of permanent residence in Kansas.

Address	City State Zip
_____	_____
_____	_____
_____	_____

I hereby certify that all the information contained in this application and related material is true, accurate and complete to the best of my knowledge. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of USD 365, which reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of USD 365 now in force and effect or as they may change during my employment if I am employed by USD 365.

I understand that is I am offered provisional employment in the school district that my fingerprints may be taken and a request made for a state and national criminal background check. I further understand that if the results of this criminal history check reveal that I have been convicted of any offense or any attempt to commit any offense specified in K.S.A. 1999 Supp 72-1397 and amendments thereto that my employment may be terminated.

\_\_\_\_\_  
Signature

Information for Applicant:

If you have questions concerning employment in the USD 365 schools or the community itself, please direct inquiries to the district office.

Teachers are placed on the current salary schedule in accordance with their training and experience.

Return this application to

USD 365  
Office of Superintendent  
PO Box 328  
Garnett, KS 66032