

# APPLICATION

AN APPLICATION FOR A CERTIFICATED POSITION IN THE

ADMINISTRATIVE OFFICES

**Joint Hagerman School District No. 233**  
**324 North 2<sup>nd</sup> Avenue**  
**Hagerman, ID 83332**

**(208) 837-6344**  
**(208) 837-6380 fax**

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
(Last Name) (First Name) (Middle)

Permanent Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

The best way to contact you \_\_\_\_\_

## PERSONAL DATA

List those extracurricular activities which you feel competent to sponsor or direct

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List those extracurricular activities which you have sponsored or directed

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On a separate sheet of paper, please write or type an explanation, not to exceed 250 words, of your major strengths as they apply to the position for which you are making application.

## PROFESSIONAL INTEREST

State position desired in the school district number in order of preference:

- \*1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\* Primary position for which application is made.

If you have a valid Idaho Teaching Certificate complete the following:

Title of Certificate: \_\_\_\_\_

Date issued: \_\_\_\_\_

If you do not have a valid Idaho Credential, check here

Where are your credentials on file? \_\_\_\_\_

***The Joint Hagerman School District No. 233 is an Equal Opportunity Employer***  
***Veterans Preference given to eligible veterans***

**EDUCATIONAL TRAINING** (list in order of attendance)

Class Hours – Semester

College and or University	Location	Dates Inclusive	Degree Earned Date of Degree	Major Hours	Minor Hours
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**TEACHING AND JOB-RELATED EXPERIENCE**

Name	Employer Location	Superintendent or Supervisor	No. of Years	Date From To	Position Held
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**REFERENCES**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Notice: Employment will be based on the following procedures unless otherwise noted on vacancy listing:

1. Preliminary screening of applicants will be based on ability to meet job description requirements as evidenced by completed application, placement files, and transcripts.  
Supportive job-related information not on this form nor in credentials may be submitted by the applicant. (Application materials received at the district office more than 10 days after the application deadline will not be accepted.)
2. Additional data may be requested from the candidate or from reference after step one, such as letters of recommendation and other information as determined by the district office.
3. Finalists will be required to attend a personal interview at the district office.
4. A recommendation for employment will be submitted to the Board of Trustees.

5. Notification of employment will be sent to the candidate.

It is the candidate’s responsibility to check on employment status. Notice of vacancy closings will be remitted to teacher placement centers and district postings only.

I hereby certify that the information herein is true and a complete statement of my personal and professional record to date.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Unless otherwise specified herein, I authorize all persons listed as my references and all former employers to release information to the Joint Hagerman School District Personnel Office relative to my education, training, qualifications, work history and general fitness for employment. Have you ever been convicted of any crime or violation of any law in any state, federal or military court? Note: For the purpose of this question "conviction" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of conviction, (2) all proceedings in which a sentence has been suspended, deferred, or withheld, and (3) all proceedings in which the prosecution was deferred. Do not include convictions for traffic violations unless alcohol or drug related. If your answer is YES to any of the above, attach an explanation and court record which includes the disposition of the offense.

\_\_\_\_\_ Yes \_\_\_\_\_ No

(Conviction of a crime does not necessarily preclude you from consideration for employment. The district will consider the nature, date, and relationship of the offense to the position for which you are applying.)

I certify that answers given herein are true and complete to the best of my knowledge.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand also, that I am required to abide by all rules and regulations of the School District.

I further understand that this is an application for employment, and that no employment contract is being offered herein.

I have read and understand the above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Idaho State Code 33-512 (15) requires all school district employees hired on or after July 1, 2008, to have a nationwide FBI criminal records check and fingerprinting. HJSD requires new employees to complete the necessary paperwork and fingerprinting within five (5) days of their hire date. Employees will not be paid until all paperwork and fingerprinting is complete.

Employees are required to pay the \$28.25 processing fee for the FBI records check. The Joint Hagerman School District requires new employees to sign a Payroll Deduction Authorization at the time of fingerprinting. The \$28.25 fingerprinting fee will be deducted from the employee's first payroll check. (The IRS considers this a taxable deduction). You will be required to show one form of photo ID at the time of fingerprinting. This procedure is mandatory and the State Department of Education has set firm guidelines for school districts to follow. We cannot accept background checks from other agencies, states, etc. This process will be completed at the Gooding County Sheriff's office. We appreciate your cooperation in this matter.

I have read the above statement and understand that I must complete the necessary new-hire paperwork and fingerprinting to remain employed by the Joint Hagerman School District. I also understand the terms for fingerprinting payment. If hired, my signature below authorizes a \$28.25 payroll deduction from my first check to process the FBI records check.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

(Please type or print)

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

Present Address: (Street Address) \_\_\_\_\_ (P.O. Box) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone No. (w/area code) \_\_\_\_\_

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The following information is requested in order to monitor our Affirmative Action Program and is to insure equal employment opportunity. While you are not required to complete this section, your cooperation in providing the data is appreciated.

**Which one (1) Racial/Ethnic group do you consider yourself?**

(check one)

White	
Hispanic	
Black	
Asian or Pacific Islander	
American Indian or Alaskan Native	

**Which of the following are appropriate?**

	Male	Female
Gender (check one)		

	Yes	No
Vietnam Era Veteran (check one)		

	Yes	No
Over 40 years of age (check one)		

*This voluntary information will not be used in hiring and will be filed separately.*