

- AN EQUAL OPPORTUNITY EMPLOYER -

North Sanpete School District  
220 East 700 South  
Mt. Pleasant, UT 84647  
(435) 462-2485  
(435) 462-2480 FAX

## APPLICATION FOR EMPLOYMENT

- CERTIFICATED -

- APPLICANT INFORMATION -

Name: \_\_\_\_\_

Certifications: \_\_\_\_\_

\_\_\_\_\_

Subject: \_\_\_\_\_

\_\_\_\_\_

Endorsements: \_\_\_\_\_

\_\_\_\_\_

Date Application Received: \_\_\_\_\_

TO APPLICANT: *We deeply appreciate your interest in our District and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications. Applications are maintained on file for one year.*

**NORTH SANPETE SCHOOL DISTRICT**

NAME: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_  
(Last, First, Middle)

PRESENT ADDRESS: \_\_\_\_\_ Phone # \_\_\_\_\_  
(Street, City, State, Zip)

PERMANENT ADDRESS: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Street, City, State, Zip)

WORK PHONE #: \_\_\_\_\_ DATE AVAILABLE FOR EMPLOYMENT: \_\_\_\_\_

CERTIFICATION: Valid Utah Teaching Certificate now held:

Elementary \_\_\_\_\_ Secondary \_\_\_\_\_ Other \_\_\_\_\_ None \_\_\_\_\_  
Endorsements: \_\_\_\_\_ Expiration date: \_\_\_\_\_

If none, have you now or will you soon apply for Utah certification? YES \_\_\_\_\_ NO \_\_\_\_\_ Date of application: \_\_\_\_\_  
Type of certificate applied for: \_\_\_\_\_ Endorsements: \_\_\_\_\_

POSITION DESIRED: Grade level choices: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_  
Subjects preferred: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

PLACEMENT FILE: UNIVERSITY WHERE PLACEMENT FILE IS LOCATED: \_\_\_\_\_  
UNDER WHAT NAME? \_\_\_\_\_  
(We require that you have your placement file sent to us.)

**TEACHING INFORMATION:**

1. ARE YOU PRESENTLY EMPLOYED BY THIS DISTRICT? YES \_\_\_\_\_ NO \_\_\_\_\_
2. ARE YOU A PAST EMPLOYEE OF THIS DISTRICT? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES, GIVE DATES OF EMPLOYMENT \_\_\_\_\_ NAME THEN \_\_\_\_\_
3. ARE YOU A RELATIVE OF AN EMPLOYEE OF THIS SCHOOL DISTRICT, OR A RELATIVE OF A MEMBER OF THE DISTRICT BOARD OF EDUCATION? IF YES, TO WHOM AND WHAT RELATIONSHIP? YES \_\_\_\_\_ NO \_\_\_\_\_  
\_\_\_\_\_
4. HAVE YOU EVER APPLIED FOR EMPLOYMENT AND BEEN INTERVIEWED WITH THIS DISTRICT? YES \_\_\_\_\_ NO \_\_\_\_\_
5. ARE YOU CURRENTLY UNDER CONTRACT WITH ANOTHER SCHOOL DISTRICT? YES \_\_\_\_\_ NO \_\_\_\_\_  
REASON FOR SEEKING A CHANGE: \_\_\_\_\_
6. HAVE YOU EVER BEEN DISMISSED OR DENIED A "RETURN CONTRACT?" YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES, ATTACH A STATEMENT EXPLAINING THE CIRCUMSTANCES.

**QUALIFICATION/ACTIVITY INFORMATION:**

1. IF REQUIRED AS AN ESSENTIAL FUNCTION OF THE POSITION, LIST EXTRACURRICULAR ACTIVITIES FOR WHICH YOU QUALIFY: \_\_\_\_\_  
\_\_\_\_\_
2. LIST SPECIAL QUALIFICATIONS OR ABILITIES: \_\_\_\_\_
3. OTHER THAN ENGLISH, WHAT LANGUAGE(S) DO YOU SPEAK? \_\_\_\_\_  
ARE YOU ENDORSED TO TEACH THIS LANGUAGE: YES \_\_\_\_\_ NO \_\_\_\_\_

U.S. CITIZEN: YES \_\_\_\_\_ NO \_\_\_\_\_ IF NO, ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? YES \_\_\_\_\_ NO \_\_\_\_\_  
MILITARY SERVICE DATES: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
DO YOU CLAIM VETERAN'S PREFERENCE? IF YES, INCLUDE A COPY OF SEPARATION FORM. YES \_\_\_\_\_ NO \_\_\_\_\_

**PARTICIPATION FOR TEACHING:****1. Education (Begin with high school):**

Name & Location of Institution	Dates Attended	Degree	Major	Minor

**2. Student Teaching:**

District	School	City and State	Grades/Subjects	Dates From - To

3. Additional course work: \_\_\_\_\_  
\_\_\_\_\_

**TEACHING EXPERIENCE (CONTRACT TEACHING ONLY):**

District	School	City and State	Grades/Subjects	Dates From - To

**EMPLOYMENT EXPERIENCE OTHER THAN TEACHING:**

Employer	Location	Kind of Work Performed	Dates From - To

**VOLUNTEER/PUBLIC SERVICE EXPERIENCE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES** (References included in your Placement File need not to be listed):

Include only those who have knowledge of your teaching experience – teachers, principals, superintendents.

Name	Position	City and State	Phone Number

## PERSONAL INFORMATION – REQUIRED

The following questions are to assist in determining a prospective employee's fitness as an applicant. The answers to these questions are subject to verification by a police agency. A "yes" answer does not automatically disqualify an applicant. Each applicant will be reviewed individually.

Have you ever been convicted of:

- |   |           |          |
|---|-----------|----------|
| A. A sex-related crime which involved force or minors?        | YES _____ | NO _____ |
| B. A crime involving violence or the threat of violence?      | YES _____ | NO _____ |
| C. A crime involving drugs or alcoholic beverages?            | YES _____ | NO _____ |
| D. Any other conviction other than a minor traffic violation? | YES _____ | NO _____ |

IF YOU ANSWERED YES TO ANY OF THESE QUESTIONS, PLEASE EXPLAIN:

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Have you ever been convicted, plead guilty, plead no contest, or sentenced for any other offence?

YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, PLEASE INDICATE THE CHARGE AND THE DISPOSITION:

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IF YOU ARE PRESENTLY CHARGED OR UNDER INDICTMENT FOR A CRIMINAL OFFENSE, UPON A FINDING OR A PLEA OF GUILTY YOU SHALL PROVIDE THAT INFORMATION TO THE SCHOOL DISTRICT.

Did you undergo a background records check (including fingerprinting) as part of your certification?

YES \_\_\_\_\_ NO \_\_\_\_\_

In accordance with Utah state law, this school district may conduct a criminal background check and I hereby waive my rights to a written notice of such.

I hereby certify that the above information is true, accurate and complete to the best of my knowledge and belief. (Any misrepresentation or omission of fact shall be sufficient cause for disqualification of this application or termination of employment.) Furthermore, I understand that this application and records become the property of the District. I understand that the District reserves the right to accept or reject this application. I further agree to observe all rules, regulations and policies of the District. I hereby authorize the District to conduct work history, personal reference and police record inquiries to determine by acceptability for employment. I further understand that if employed, the employment is temporary pending completion of all required documents and the outcome of history and background investigations. Since references are for my benefit, I do hereby release those furnishing information concerning me from any liability for damage of any nature as a result of furnishing such information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This district is an equal opportunity employer and does not discriminate with regard to race, color, religion, national origin, sex, age, marital status, or physical or mental handicap, except where justified to meet a bona fide occupational requirement. The district is committed to a policy of keeping its work place free from sexual harassment. The district provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.