Highmore Harrold School District #34-2   FOR OFFICE USE ONLY

415 Iowa Ave South-PO Box 416   Received by:

Highmore, SD  57345   Date

Phone: (605) 852-2275   Delivered in person:

Fax: (605) 852-2295   Received by: mail fax email

TEACHER - ADMINISTRATION APPLICATION FORM

**Applicant must submit the following information:**  Letter of Application, College transcript, Personal Resume, College Credentials and Letters of Recommendation from recent employers.  Applications will not be considered until all of the above information is received.  Additional information may be submitted.

**POSITION(S) APPLYING FOR:**  Administration Teacher Other certified position

**PERSONAL DATA:**

Name:

Last   First   Middle     Social Security Number

Address:

Street     City     State   Zip

Phone:

  Home     Work    Cell Phone

SOUTH DAKOTA TEACHER CERTIFICATE#    EXPIRATION DATE:

(Please submit a copy of your South Dakota teaching certificate, if available)

Are you a U.S. citizen or otherwise legally authorized to work in the U.S.? Yes No

(proof of citizenship or immigration status will be required upon employment)

Have you ever been convicted of a felony or misdemeanor? Yes No

(Do not include minor traffic violations unless alcohol related) (A "Yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying is also considered)

If yes, Date(s):

Offense(s):

Have you ever been dismissed from a position, non-renewed, or asked to resign? Yes No

If yes, please explain:

Complete the following if you are applying for a position that requires operating a motor vehicle:

Driver's License Number: State:   Expiration Date:

Are you currently under contract to another school district or educational institution? Yes No

If yes, where? Contract expiration date:

List activities you are competent and willing to direct or coach:

**EDUCATION:**

**Name, City and State Majors/Minors From/To Degree or**

**# of Credit Hours**

High School or GED

Undergraduate

Undergraduate

Graduate

Number of Graduate semester hours earned beyond highest degree:

Please list any completed seminars or training related to your ability to perform the job for which you are applying:

**TEACHING EXPERIENCE:**

School Name: No. year(s) teaching experience:

Address:

Street       City     State   Zip

Grades & Subjects:

Full-time Part-time  From:    To:

Supervisor's Name:           Phone:

Reason for leaving:

May we contact this employer? Yes No

School Name: No. year(s) teaching experience:

Address:

Street       City     State   Zip

Grades & Subjects:

Full-time Part-time  From:    To:

Supervisor's Name:           Phone:

Reason for leaving:

May we contact this employer? Yes No

 School Name: No. year(s) teaching experience:

Address:

Street       City     State   Zip

Grades & Subjects:

Full-time Part-time  From:    To:

Supervisor's Name:           Phone:

Reason for leaving:

May we contact this employer? Yes No

**OTHER WORK EXPERIENCE:**

Company Name:

Address:

Street       City     State   Zip

Job Title:             No. Employees Supervised:

Dates Employed (M/D/Y)

From: To:

Supervisor's name:

          Phone:

Duties:

May we contact this employer? Yes No

Hours per week: Final Salary/Rate: $

Reason for leaving:

Company Name:

Address:

Street       City     State   Zip

Job Title:             No. Employees Supervised:

Dates Employed (M/D/Y)

From: To:

Supervisor's name:

          Phone:

Duties:

May we contact this employer? Yes No

Hours per week:   Final Salary/Rate: $

Reason for leaving:

**REFERENCES:**

(REFERENCES SHOULD BE FAMILIAR WITH YOUR PROFESSIONAL WORK, INCLUDE SUPERINTENDENTS OR PRINCIPALS WHO SUPERVISED YOU)

Name:       Occupation: Phone:

Name:       Occupation: Phone:

Name:       Occupation: Phone:

Name:       Occupation: Phone:

**PREEMPLOYMENT STATEMENT**

(Please read carefully and sign the statement below.)

I understand and agree that:

\* The information that I have provided on this application is true and complete.  Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment, or, if employed, termination from Highmore-Harrold School District's employ.

\* Any offer of employment I may receive from Highmore-Harrold School District is contingent upon my successful completion of a criminal background investigation (SDCL 13-10-12) and a completed school employee certification of health (SDCL 13-43-3), as required by the State of South Dakota.

\* I authorize the Highmore-Harrold School District to make any investigation of any personal, educational, vocational, or employment history.  I further authorize any current or former employer, person, firm, corporation, educational, or vocational institution or government agency to provide the Highmore-Harrold School District with information they have regarding me.  I hereby release and discharge the Highmore-Harrold School District and those who provide information from any and all liability as a result of furnishing and receiving this information

\* In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the District.

Signature   Date

The Highmore-Harrold School District #34-2 does not discriminate on the basis of race, color, marital status, national origin, sex, disability, age, veteran's status or religion in admission or access to or treatment or employment in its programs and activities.

**APPLICANT QUESTIONS:** (submit a brief summary on a separate sheet of paper for the following questions if needed)

1. What qualities and abilities do you possess which qualify you for the position you are seeking with our school district

2. Give an example of a specific problem you have solved and the process used.

3. How do you provide for individual differences in students?

4. How would you assist in advancing technology in the school program?

5.  What do you consider to be five most critical attributes of successful educators or administrators?