***CERTIFIED EMPLOYMENT APPLICATION***

**Date**

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| PERSONAL DATA | | | | | | |
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| Name (Last) (First) (Middle Initial) (Other Names Known By) | | | | | | |
| Address (Street) (City, State, Zip) | | | | | | |
| **Phone** (Home) (Cell) (Message) | | | | | | |
| E-mail Address | | | | | | |
| **Referral Source:** | Newspaper (specify) Personal Referral  Website Other | | | | | |
| POSITION DESIRED | | | | | | |
| Elementary  Middle School  High School  Administration/Supervision  Other | | If elementary, list grades in order of preference. If middle/high school, list subjects preferred.  Reading and Social Studies | | | | Full-Time  Part-Time  Either |
| If other, specify position. | | | |
| Are you willing to supervise any student activities or coach any sports? If so, please list each activity/sport. In parentheses behind each, please list the number of years experience supervising the activity/sport. | | | | | | |
| **OTHER INFORMATION** | | | | | | |
| Are you legally able to work in the United States of America? Yes No | | | | | | |
| Have you ever been employed by the Henry School District 14-2? Yes No  If yes,  Dates of Employment:  Position Title:  Supervisor:  Building: | | | | | | |
| Are you under contract at another school district or educational institution? Yes No  If yes,  List School District or Educational Institution:  Why do you wish to leave your present position? | | | | | | |
| Have you ever been dismissed from a position or asked to resign? Yes No | | | | | | |
| Have you ever resigned rather than face disciplinary action and/or nonrenewal by an Yes No  employer and/or disciplinary action against a certificate/license?  If yes, please provide details:  **The School District will adhere to the principles of Equal Employment Opportunity and Title VII in its employment policies and practices. The provisions of this policy apply to, but are not limited to, Henry’s recruitment, selection, placement, testing, training, overtime, promotion, facilities, layoffs, recalls, and disciplinary action. Key positions not filled through promotion within the system will be widely advertised as deemed reasonable. Exceptions may occur in emergency situations where time will not allow the total process. Classified positions will be advertised on a local basis.** | | | | | | |
| **EDUCATIONAL PREPARATION** | | | | | | |
| Name of School | | **Location** *(City and State)* | **# of Years Attended** | **Degree** | **Major** | |
| *High School/GED* | |  |  |  |  | |
| *Undergraduate* | |  |  |  |  | |
| *Undergraduate* | |  |  |  |  | |
| *Graduate* | |  |  |  |  | |
| *Graduate* | |  |  |  |  | |

Please list any special courses, seminars, and/or training you have completed related to your ability to perform the job for which you are applying: NA

Graduate semester hours earned **beyond** highest degree:

Computer experience: Minimal Proficient Advanced

Approximate date of last computer coursework:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| STUDENT TEACHING/INTERNSHIP | | | | | | | | | | | | | | | | |
| Name of School | **Location**  (City and State) | | **Grade Level or Subject Taught** | | | | | **Dates**  Mo/Yr | | | | Cooperating Teacher | | | | |
| From | | To | |
|  |  | |  | | | | |  | |  | |  | | | | |
|  |  | |  | | | | |  | |  | |  | | | | |
|  |  | |  | | | | |  | |  | |  | | | | |
| CERTIFICATION/LICENSURE | | | | | | | | | | | | | | | | |
| South Dakota Teacher Certificate? Yes No | | | | Certificate Number | | | | | Expiration Date | | | | Endorsements: | | | |
| If no, have you applied for a South Dakota Teacher Certificate? Yes No | | | | | | | | | | | | | | | | |
| Other State Teacher Certificate? Yes No | | | | | | State | | | Expiration Date | | | | Endorsements | | | |
| South Dakota required Praxis II exam(s)? Yes No | | | | | | Test Code and Title | | | | | | | Test Date | | | Score |
| **EMPLOYMENT HISTORY** (If more space is needed, please submit on a separate sheet of paper) | | | | | | | | | | | | | | | | |
| Present or Last Employer | | | | | Dates (Month and Year) | | | | | | Time | | | | Salary/Wages  Beginning Ending | |
| From | | To | | | | Part | | | Full |
| Address (City and State) | | Phone | | |  | |  | | | |  | | |  |  | |
| Job Title | | Supervisor | | | | | Supervisor’s Title | | | | | | | | | |
| Duties | | | | | | | | | | | | | | | | |
| Reason for Leaving | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
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| **EMPLOYMENT HISTORY** *Continued* | | | | | | | | | | | | | | | | |
| Second Previous Employer | | | | | Dates (Month and Year) | | | | | | Time | | | | Salary/Wages  Beginning Ending | |
| From | | To | | | | Part | | | Full |
| Address (City and State) | | Phone | | |  | |  | | | |  | | |  |  | |
| Job Title | | Supervisor | | | | | Supervisor’s Title | | | | | | | | | |
| Duties | | | | | | | | | | | | | | | | |
| Reason for Leaving | | | | | | | | | | | | | | | | |
| **Third Previous Employer** | | | | | Dates (Month and Year) | | | | | | Time | | | | Salary/Wages  Beginning Ending | |
| From | | To | | | | Part | | | Full |
| Address (City and State) | | Phone | | |  | |  | | | |  | | |  |  | |
| Job Title | | Supervisor | | | | | Supervisor’s Title | | | | | | | | | |
| Duties | | | | | | | | | | | | | | | | |
| Reason for Leaving | | | | | | | | | | | | | | | | |
| REFERENCES (Please provide two work-related references and one personal reference.) | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Name Relationship Work-Related Personal  x | | | | | | | | | | | Years Known | | | | | |
| Position | | | | | Work Phone (Area Code)- | | | | | | Home Phone (Area Code) | | | | | |
| Work Place | | | | | Address (City and State) | | | | | | | | | | | |
| Name Relationship Work-Related Personal | | | | | | | | | | | Years Known | | | | | |
| Position | | | | | Work Phone (Area Code) | | | | | | Home Phone (Area Code) | | | | | |
| Work Place | | | | | Address (City and State) | | | | | | | | | | | |
| Name Relationship Work-Related Personal | | | | | | | | | | | Years Known | | | | | |
| Position | | | | | Work Phone (Area Code) | | | | | | Home Phone (Area Code) | | | | | |
| Work Place | | | | | Address (City and State) | | | | | | | | | | | |
| **CONVICTION REPORT** | | | | | | | | | | | | | | | | |
| Have you ever been convicted of a felony or misdemeanor, including any traffic Yes No  violations and/or suspended imposition(s) of sentence(s)?  If “Yes,” provide date(s):  Offense(s): | | | | | | | | | | | | | | | | |
| SDCL 3-1-1.1 prohibits a school district or other government entity from hiring anyone who is required by the Military Selective Service Act, 50 U.S.C. 453, as amended and in effect on January 1, 1988, to register with the selective service system and has not done so.  Are you registered? \_\_\_\_\_  If you are registered, please provide your Selective Service Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |

Please send your application materials to the following address:

**Henry School District 14-2  
Office of the Superintendent**

**111 N Cedar Street**

**Henry, SD 57243**

Telephone: 605-532-5364

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I authorize the Henry School District to make any investigation of any personal, educational, vocational or employment history as stated on this application. I further authorize any current or former employee, person, firm, corporation, educational or vocational institution or government agency to provide the Henry School District with information they have regarding me. I hereby release the Henry School District and those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that falsification or omission of facts called for in this application, including any accompanying inserts, shall be sufficient cause for dismissal. I understand the Henry School District is drug free, smoke free and tobacco free. Further, I understand any offer of employment is conditional based upon a completed criminal background check.

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*(Applicant Signature) Date*