



Kinsley-Offerle
Unified School District 347
120 West 8th Street, Kinsley, Kansas 67547
Phone: 620-659-3646

Application
for
Certified Personnel

Unified School District 347, Edwards County, Kansas does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment, or employment in its programs and activities. Specific complaints of alleged discrimination under Title IX should be referred to the Superintendent of Schools, 120 West 8th Street, Kinsley, KS. 67547, Phone: 620-659-3646. Specific Complaints of alleged discrimination under Section 504 should be referred to the same, or can be filed with the Regional Office for Civil Rights, Kansas City, MO.

Except where noted, please type or print using black ink.

Date _____

Name: _____
First, Middle, Last

Home Address: _____
Street, City, State, Zip, Telephone

Permanent Address: _____
Street, City, State, Zip, Telephone

Social Security Number: _____ - _____ - _____

I. POSITION DESIRED:

A. Secondary Teacher
High School Subject(s)

B. Middle School Subject(s)

C. Elementary Teacher
Grade Level

D. Other (such as Librarian, vocal music, band, etc.)

D. Full Time Part Time Full or Part Time Substitute

Do you hold a valid Kansas State Teacher Certificate?

Information for Applicant

Minimum Preparation: A Bachelor's Degree is needed for placement in the elementary and secondary school.

Certification: A certificate issued by the Kansas State Board of Education is required. To qualify for a degree certificate, transcripts must indicate a Bachelor's Degree, including the required number of semester hours in education. Applicants should communicate with the Director of Certification, State Department of Education, State House, Topeka, KS 66612, regarding state certificates.

Salary Schedule: Teachers are placed on the salary schedule according to their training and experience.

II. PROFESSIONAL PREPARATION:

A. COLLEGE WORK Name of Institution	MAJOR	HRS	MINOR	HRS	YEAR GRAD.	DEGREE

Undergraduate grade average: _____

Graduate level grade average: _____

B. STUDENT TEACHING	
Dates	School
City	State
Grade and/or Subject	
Name(s) of Cooperating Teacher(s)	

C. Special Training (not included in Degree Work above)	Year Attended	Subjects	Credit Earned	Number of Years

D. Extra Curricular activities: Check any of the following which you might be able to sponsor, direct, coach or manage. Check B for boys and G for girls.					
Basketball B <input type="checkbox"/> G <input type="checkbox"/>	Debate <input type="checkbox"/>	Drama <input type="checkbox"/>	Football <input type="checkbox"/>	Golf <input type="checkbox"/>	Track <input type="checkbox"/>
Volleyball <input type="checkbox"/>	Wrestling <input type="checkbox"/>	Yearbook <input type="checkbox"/>	Other <input type="checkbox"/>		

III. EXPERIENCE IN WORKING WITH YOUNG PEOPLE. List other experience you have in working with young children or young people such as scouting, church, summer camps, recreation, volunteer work, etc.

Nature of Experience	Where	Dates

IV. TEACHING EXPERIENCE: List the last four employers, beginning with the most recent.

Years taught	# of years	Position (Teacher, Principal, Supervisor)	Name of school, town and state	Grades or subjects	Full or part- time	Reason for leaving

TOTAL NUMBER OF YEARS OF TEACHING EXPERIENCE _____

V. CREDENTIALS AND REFERENCES

My Credentials are on file at _____
College or University & Address

Request your college or university Placement Office to submit your credentials to our office. If you are unable to do this, please explain why.

List below names and addresses of persons who are qualified to answer inquiries concerning your fitness for the position you seek. Include especially supervisors, principals and superintendents under who you have taught in the past fifteen years. If you have not taught previously, include the names of cooperating teachers, college or university supervisors or building principals who have been associated with your student teaching. Indicate with (*) any reference included in your credentials.

Name	Position	Complete mailing address	Phone include area code

VI. PERSONAL DATA - REQUIRED FOR APPLICANTS

If employed, current position? _____

If employed, when will you be available? _____

What are your reasons for desiring a change? _____

Do you hold a Kansas Teaching Certificate? _____ Type _____ Exp. Date _____

Endorsements _____

Do you hold a valid certificate from another state? _____ If yes, who? _____
(You should know that if you are related to a board member, you might not be eligible for employment.)

Have you ever been convicted of a misdemeanor or felony (other than traffic violations)?

Yes _____ No _____

If the answer is yes, include a complete explanation: _____

- I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.
- I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.
- I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation and I release you from all liability for any damages that may result from your doing so.

Signature of Applicant: _____

(Signature is required to complete the application process.)

The documents listed below are required before you will be considered a serious candidate for a certified position:

USD 347 Application for Certified Personnel
Resume
Transcripts
Copy of Kansas Teaching License
Four Letters of Reference

Return this Application to:

Kinsley-Offerle USD #347
District Office
Attn: Alicia Hodges
120 West 8th Street
Kinsley, KS 67547
ahodges@usd347.org