

APPLICATION

AN APPLICATION FOR A CERTIFICATED POSITION IN THE

ADMINISTRATIVE OFFICES

COTTONWOOD JT. SCHOOL DISTRICT NO. 242
P.O. Box 158, Cottonwood, Idaho 83522

Phone (208) 962-3971

Fax (208) 962-7780

An Equal Opportunity/Affirmative Action Employer

Name
(Last) (First) (Middle)

E-mail address

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

Home Phone

Address 20
Until (Street) (City) (State) (Zip)

Cell Phone

PERSONAL DATA

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

List those extracurricular activities, which you have sponsored or directed:

PROFESSIONAL INTEREST

State position desired in the school district
Number in Order of Preference:

- 1.
- 2.
- 3.

- Please include the following:**
 1. Completed application
 2. Resume
 3. Letters of Recommendation (at least 2)
 4. Letter of interest

Applications can be faxed to: (208) 962-7780

If you have particular questions about a district position, please call the district office at (208) 962-3971

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

Title Certificate

Date Certificate

Email completed applications to Jon Rehder (Superintendent) rehderj@sd242.org or Jennifer Riener (Admin Assistant) rienerj@sd242.org

If you do not have a valid Idaho Certificate, check here.

Where are your credentials on file?

EDUCATIONAL TRAINING (list in order of attendance)

(Check to indicate class hours)

Semester Quarter

College and/or University	Location	Dates Inclusive	Degree Earned and Date of Degree	Major	Minor

TEACHING AND JOB-RELATED EXPERIENCE List most recent experience first--new teachers list cadet teaching--include military if assignment was teaching or instruction.

Name	Employer Location	Superintendent or Supervisor	Number of Years	Date From To	Position Held

REFERENCES If you have had teaching experiences list—Superintendents and Principals for whom you have taught (most recent first)

Name	Title	Address	Telephone	Year

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

Notification of Employment will be sent to the candidate.

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)

Additional Data will 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.

Finalists will be required to attend a personal interview at the district office.

A Recommendation for Employment will be submitted to the Board of Trustees.

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 a true and complete statement of my personal and professional record to date.

Signature of Applicant

Date