

**Kimberly School District #414**

141 Center Street West

Kimberly, Idaho 83341

(208) 423-4170

Application for a Certified Position (Administrator)

Name: \_\_\_\_\_  
Last First Middle

Present address: \_\_\_\_\_  
Street City

\_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
State Zip

\_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_  
e-mail address

Date available for employment: \_\_\_\_\_

Please include the phone number of a person who would know how to contact you:

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Designate the position(s) for which you are applying  
or are interested in (certification required):

1) \_\_\_\_\_

2) \_\_\_\_\_

**PROCEDURES:**

- Filing an application includes:
  - Professional resume
  - Completed application form
  - A minimum of three (3) letters of recommendation
  - Letter of Introduction
- A personal interview will be required before an applicant can be recommended for election.
- Finalists for employment will be required to successfully pass a drug testing and fingerprinting for a background check.
- Assignment within the district is made by the Board of Trustees or their designee.
- Valid Credential (please enclose copy) are required to validate the contract.
- Upon the acceptance of a contract, the applicant must provide a complete official or unofficial transcript of credits.
- Applicants may not be discriminated against because of sex, race, color, ancestry, age, exceptionality, national or ethnic origin, religion, conditions of birth, disability, or family or political relationship.
- Preference will be given to eligible veterans pursuant to IC 65-503.
- This is not a contract for employment. Final hiring is the Board of Trustee's prerogative.
- All required documents become the property of School District #414 upon receipt. Applications are not considered unless all items are addressed.

I hereby certify that the information contained in this application is a true and complete statement of my personal record to date. If employed, any misstatement or omission of fact on the application may result in my immediate dismissal.

Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_, 20\_\_\_\_

**Professional Teaching Information:**

My Initial **Teaching Certificate** was received in the State of \_\_\_\_\_ in the year \_\_\_\_\_. My first Idaho teaching certificate was received in the year of \_\_\_\_\_. List below **Idaho** teaching, administrative, and special certificates held. If you do not hold an Idaho Teaching Certificate, indicate date of application for Idaho Certificate and the type of certificate requested (if more space is needed to explain, attach a separate sheet):

TYPE OF CERTIFICATE ELEMENTARY / SECONDARY / OTHER	INITIAL CERTIFICATION YEAR	ENDORSEMENT(S)	CERTIFICATION EXPIRATION DATE

\*\*\*\*\*

Have you ever been investigated for, arrested for, taken into custody for, cited for, charged with, indicted for, tried for, pleaded guilty to, or convicted of a felony or misdemeanor? This includes any findings of probation or parole violations. (Minor traffic violations such as infractions, parking tickets, and speeding tickets are not included.) \_\_\_ Yes \_\_\_ No

If yes, please explain by confidential letter.

\*The existence of a criminal record does not constitute an automatic bar to employment.

Is anyone living at your address required to register for the Sex Offender Registry? \_\_\_ Yes \_\_\_ No

Have you ever had a teaching certificate denied, revoked, suspended or sanctions placed upon your certificate, in this state or any other? \_\_\_ Yes \_\_\_ No

If yes, please explain by confidential letter.

Any deliberate misstatement or concealment of facts regarding these questions may be grounds for non-selection or termination if hired.

**REFERENCES:**

Please provide at three (3) current references who can assess your ability to perform the duties required for the position you are applying for. These references should include individuals such as superintendents, principals, practice teaching or internship supervisors, or others who have direct knowledge of your leadership abilities, character, personality, and academic qualifications. You may attach a separate sheet of paper if needed.

NAME	POSITION	PHONE

**Please Note:**

**Certification:**

All professional personnel employed by the Kimberly School District must submit a valid and appropriate Idaho Certificate to the personnel office. It is the responsibility of the employee to ensure that all required certifications and Highly Qualified Teacher (HQT) documentation are up to date and in place.

**Credentials:**

Applicants are required to request that official transcripts be sent directly to the Kimberly School District as part of their application. It is the candidate's responsibility to submit all necessary documentation to support their application in a timely manner.

**Experience:**

Upon employment, each applicant must provide documentation of prior teaching experience using SDE Form B-6. This form must include the number of years taught in other school districts and must be officially signed by personnel from the previous district(s).