

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:
 1. Professional resume
 2. Completed application form
 3. A minimum of three (3) letters of recommendation
 4. 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____ Date Received _____, 20____

Professional Information

My Initial **Certificate** was received in the State of _____ in the year _____ . My first Idaho certificate was received in the year of _____. List below **Idaho** teaching, administrative, and special certificates held. If you do not hold an Idaho 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 (that you know of), arrested for, taken into custody for, cited for, charged with, indicted for, tried for, pleaded guilty to, or were convicted of a felony or misdemeanor, or found to have committed a probation or parole violation? (Exclude minor traffic violations such as infractions, parking tickets, and speeding tickets): ___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 SexOffender 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.

**The Kimberly School District is an equal opportunity employer.
Applications from all qualified individuals are considered.**

REFERENCES

Give at least three (3) current references capable of assessing your ability to perform the work for which you are applying. Include superintendents, principals, practice teaching and intern supervisors under whom you have taught or worked who have first-hand knowledge of your leadership ability, character, personality, and scholarship. You may include a separate sheet of paper.

NAME	POSITION	ADDRESS	PHONE

Please Note:

Certification: All professional personnel employed by the Kimberly School District must file with the personnel office, a valid and appropriate Idaho Certificate. It is the responsibility of the employee to assure all necessary certification and HQT documentation is in place.

Credentials: Each applicant is expected to request your official transcripts be sent to Kimberly School District when application is made. It is the candidate's responsibility to submit all documentation to support his/her candidacy for employment in a timely manner.

Experience: Each applicant is required, upon employment, to document with SDE Form B-6 the number of years taught in other school districts. The verification needs to be officially signed by previous district personnel.

***** For Employer's Use Only*****

REFERENCE CHECK

EMPLOYER	PERSON CONTACTED	REMARKS / RESULTS
1		
2		
3		

APPLICATION SCREENING RESULTS
Factors in application indicating strong credentials
Factors in application indicating average credentials
Call for interview: _____ YES _____ Not at this time _____ Consider in the future

*February 2025