

Application for Certificated Personnel
Shelton Public Schools
An Equal Opportunity Employer

P.O. Box 610
Shelton, NE 68876
Phone: (308) 647-6742
Fax (308) 647-5233

Please type or print your responses in ink

I. Personal & Contact Information

Name _____
First Middle Last (Maiden)

Present Address _____ Telephone (____) _____
Street City State Zip

Permanent Address _____ Telephone (____) _____
(if different from present address) Street City State Zip

Social Security Number ____ - ____ - _____ E-mail address _____

___ Yes ___ No Are you a former Shelton Public Schools employee? Date of separation _____

Date Available to work with Shelton Public Schools _____

II. Certification

Certification – Type of certificate now held

___ None ___ Valid Nebraska teaching certificate

Expiration Date ___/___/___ Type _____ Rank _____ Level _____

Endorsements _____

___ Valid Certificate – other state (specify) _____

***Attach photocopy of current teaching certificate (front and back)**

III. Position Desired

If you are endorsed in more than one area, mark first choice 1, second choice 2, and so on.

___ Elementary ___ Secondary ___ Specialist/Other

Elementary Teacher (Complete the following):

Level Preferred: Mark first choice 1, second choice 2, etc.

Kindergarten _____ Grade 1 _____ Grade 2 _____ Grade 3 _____

Grade 4 _____ Grade 5 _____ Grade 6 _____

Check any of the following in which you have additional training or expertise for an elementary setting:

Art _____ Computers _____ Early Childhood _____ ELL/ESL _____ Gifted _____

Reading _____ Math _____ Science _____ Social Studies _____

Secondary Teacher (Complete the following):

Level Preferred: Mark first choice 1, second choice 2, etc.

Middle School (7-8) _____ High School (9-12) _____

List in order of preference the subjects you are certified to teach:

1. _____ 2. _____ 3. _____ 4. _____

Specialist/other (Complete the following):

List the specialist area below in which you are certified and seek employment:

Activities

Check any of the following that you would be willing to sponsor, direct, coach, or manage

Check B or boys and/or G for girls

_____ Basketball __ B __ G _____ Cross Country __ B __ G

_____ Football _____ Volleyball

_____ Track __ B __ G _____ Golf __ B __ G

_____ One Act _____ Speech _____ Instrumental Music _____ Vocal Music

_____ Yearbook _____ Other: _____

Describe your experiences/success/qualifications for marked activities:

IV. PROFESSIONAL TRAINING & EXPERIENCE

A. SECONDARY SCHOOL(S) ATTENDED

Name of School	Grades Attended	Special Honors or Recognition

B. STUDENT TEACHING

From	To	School	Location City/State/State	Grade & Subject
Cooperating Teacher:				
From	To	School	Location City/State/State	Grade & Subject
Cooperating Teacher:				

C. COLLEGE or UNIVERSITIES ATTENDED

Name of Institution (City, State)	Major	Hrs	Minor	Hrs	Year Graduated	Degree	GPA (4.0 scale) & Special Honors or Recognition

D. EDUCATIONAL WORK EXPERIENCE—Include at least the last five employers

Years Taught	No. of Mos.	Position (also state if full or part- time)	Grades and Subject Taught & Extracurricular Duties	Name and Mailing Address of School	Reason for Leaving

V. REFERENCES

List names and addresses of persons who are qualified to answer questions concerning your fitness for the position you seek. Include especially supervisors, principals and superintendents under whom you have taught in the past 15 years. If you have not taught previously, include the names of cooperating teachers, college or university supervisors and building principals who have been associated with your student teaching. Indicate with an (*) any reference which is included in your credentials.

Name	Position	Contact Info: Telephone & Complete Mailing Address

NOTE: Please have references sent. Be certain that they are up to date. It is important to include evaluations from principals, superintendents, or supervisors under whom you have taught or worked.

VI. QUESTIONS

Directions: Please answer each of the questions below as best you can. If more space is needed please attach additional pages. If you are typing your answers, please respond to at least one question in your own handwriting.

1. Eligibility for hire:

●Are you now under contract? ___ Yes ___ No
 If yes, with which school are you under contract & why do you wish to leave your current position? _____

2. Interest in Shelton Public Schools:

●Have you previously filed a written application for employment with Shelton Public Schools? ___ Yes ___ No
 If yes, give date: _____
 ●Why do you want to be employed at Shelton Public Schools? _____
 ●What experiences have you had with Shelton Public Schools or the community of Shelton? _____

3. Prior History:

●Have you ever had failed or refused to fulfill a contract of employment with any school district? ___ Yes ___ No
 If yes, describe: _____
 ●Have you ever had a diploma, credential, or certificate denied or revoked? ___ Yes ___ No
 If yes, describe: _____

4. Educational & Multi-cultural Background:

●Are you familiar with the School Improvement Process? ___ Yes ___ No
 If yes, describe your familiarity/experience with that process _____
 ●Are you familiar with Blended Learning? ___ Yes ___ No
 If yes, describe your experiences with such instruction _____
 ●How would you address different racial/ethnic, gender or culturally based attitudes of students and infuse a multicultural perspective into your classroom/subject area? _____

5. Personal and Professional Self-Evaluation:

Describe an effective teacher: _____
 Describe your professional strengths and abilities and personal characteristics that will apply to your position: _____
 Describe your weakness/areas in which you feel you need to improve: _____
 Describe your future plans and goals in education & your plans for remaining at our school if hired: _____

VII. PERSONAL DISCLOSURE

Respond to EACH item. If there is no response to any item, or if the required attachments do not accompany your application, your application WILL BE REMOVED FROM CONSIDERATION. Information provided in this disclosure will not automatically bar you from employment but will be considered in view of all relevant circumstances.

1. Have you ever received a ticket, been charged with an offense, been arrested or been convicted for a criminal offense relating to sexual or physical abuse? Yes No

2. If you answered "Yes" to Question #1 above, you must explain each situation including location(s), date(s), agency(ies) involved, and the outcome of the each ticket, charge, or arrest (use an attachment if needed):

3. Have you ever had any license, permit, or certificate terminated, revoked, suspended, received a private or public reprimand or admonishment from a licensing agency (e.g., Nebraska Department of Education) or been subject to a judicial restraining or contempt order? Yes No

4. If you answered "Yes" to Question #3 above, you must attach an explanation of each situation including location(s), date(s), agency(ies) involved, and the outcome of the each situation (use an attachment if needed):

5. Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from employment? Yes No

6. If you answered "Yes" to Question #5 above, you must explain each situation including the name of the employer(s), the date(s) and the reason(s) for the resignation or termination.

Note: School policy requires that a criminal history record information check be completed prior to employment.

VIII. VERIFICATION

I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand it is my responsibility to immediately provide updated, correct information if any of the information changes at any time. I understand that any omission, falsification or misrepresentation made by me on this application or any supplement will be sufficient grounds for failure to employ me or for my discharge should I become employed with the school district. I understand that disclosure of social security number is optional. It will be used to conduct background checks for employment purposes and for personnel and payroll processing and required reporting if I am employed.

Legal Signature of Applicant

Date

It is the policy of Shelton Public Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions with Shelton Public Schools are asked to make their request to the Superintendent.