



UNIFIED SCHOOL DISTRICT NO. 407

802 N. MAIN ♦ RUSSELL, KS 67665
785-483-2173



An Equal Opportunity and Affirmative Action Employer

CERTIFIED PERSONNEL APPLICATION

Please Print or Type

Date of Application

Date of Availability

Position Sought

Full Time Part Time Substitute

Do you hold a Kansas Teaching License? Yes No

ENDORSEMENTS:

FOR DISTRICT USE ONLY

Interview Date: _____

Interview Chairperson: _____

Assignment: _____

Position Offered: Yes No

Position Accepted: Yes No

Salary: _____

Salary Placement Schedule: _____

Employment Effective Date: _____

Application Renewal Date: _____

APPLICANT:

Last *First* *Middle* *SSN (optional)*

PERMANENT ADDRESS:

Address *City* *State* *Zip* *Telephone Number*

LIST ANY OTHER COMMUNITIES YOU HAVE LIVED IN FOR THE PAST 7 YEARS:

City/State *County* *Dates of Residence*

III. USD NO. 407 DISCLOSURE STATEMENT

The tremendous responsibility the school district has to its school children and community necessitates the following information from all applicants regarding convictions. A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed. Applicants must report any convictions that occur subsequent to the time they initially completed this form.

Moral turpitude includes, but is not limited to; theft, attempted theft, murder, rape, swindling, and indecency with a minor. Have you ever been convicted of a felony or misdemeanor involving moral turpitude? If yes, explain:

Yes No

Have you ever been placed on diversion or had deferred criminal proceedings of a felony or misdemeanor involving moral turpitude? If yes, explain:

Yes No

Do you presently have pending any violations of law other than minor traffic violations? If yes, explain:

Yes No

Has your administrative certificate/license or teaching certificate/license, in any state ever been annulled, suspended, or revoked? If yes, explain:

Yes No

IV. PHILOSOPHICAL INFORMATION

In 75 words or less, please address each of the topics below and enclose the information with your application:

1. My philosophy of education.
2. My reason for wanting a professional education position in USD No. 407.
3. Approaches I employ to motivate students.
4. Behavioral management techniques to which I subscribe.

V. OTHER INFORMATION

1. The applicant should enclose an official up-to-date college transcript and send a copy of college placement papers.
2. The applicant should feel free to send any other information that may benefit the applicant's candidacy.
3. The applicant should be certain to complete all parts of the application as requested. Please do not say, "Refer to Resume'."
4. The applicant should send the application to: Superintendent of Schools, Unified School District No. 407, 802 N. Main, Russell, Kansas 67665.
5. The applicant should feel free to call or make any inquiries desired concerning the recruitment process or the position.
6. This application will remain on file for a calendar year. If it has not been renewed, it will then be destroyed.

VI. REFERENCES

Please list the name, address, and telephone number of four persons who know of your professional work and/or qualifications.

Name	Address	Telephone	Official Position

VII. SIGNATURE

I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of the school district. I understand that my employment is not finalized until the background investigation has been completed.

I hereby confirm that all information is true to the best of my knowledge. I understand that any false or omitted information from this application would be valid grounds for refusal to hire, or, if hired, immediate dismissal from any position to which I am employed in USD No. 407.

Applicant's Signature

Date

The Unified School District No. 407, Russell County, Russell, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact the Title IX Coordinator, the Section 504 Coordinator, or Superintendent of Schools, 802 N. Main, Russell, KS 67665, Telephone (785) 483-2173.