

JOINT SCHOOL DISTRICT NO. 171

1145 Riverside Avenue ♦ PO Box 2259 ♦ Orofino, ID 83544

Phone: (208) 476-5593 ♦ Fax: (208) 476-3724

COUNSELOR APPLICATION FOR CERTIFIED EMPLOYMENT

Thank you for your interest in our school district. We accept applications regardless of whether we have an opening. If you submit an application prior to a vacancy posting it will be activated for open positions upon the receipt of a letter of interest. Any questions please contact Human Resources at the number above or email: HR@jsd171.org

A complete application packet consists of:

1. A Letter of Interest.
2. A complete Joint School District #171 Counselor Application for Certified Employment.
3. A Resume.
4. Copies of all transcripts from each institution attended. Unofficial transcripts are acceptable for the application process. If you are employed by the school district you will need to provide official transcripts.
5. A copy of your current Teaching Credential. An official Idaho certificate will be required if you are employed by the district.
6. Evidence of Highly Qualified Teacher (HQT) status if applicable.
7. Signed Authorization for Release of Information form.
8. Your college placement file or three letters of reference from previous supervisors or peers who can give reference to your teaching abilities. Current references are preferred.
9. A completed Veteran's Preference Form if you qualify as a Veteran and want to obtain Veteran's Preference. You must also include a copy of your DD214 form.

Process:

1. Applications will be screened by the hiring committee.
2. One or more references will be contacted prior to an interview.
3. Interviews with the top candidates will be scheduled.
4. A recommendation for hire will be made to the Superintendent. Upon the Superintendent's approval, a verbal offer of employment can be made.
5. Final approval will be made by the Board of Trustees.
6. Following the Board's approval, a contract will be issued. The contract needs to be signed and returned within 10 (ten) days.

Candidate selected to fill a position:

1. Will be required to submit fingerprints and undergo a background investigation check at the candidate's expense of \$32.00.
2. Will be required to undergo a drug screening at the district's expense.
3. Must submit an official teaching credential and college transcripts by the beginning of the school year.

An offer of employment is considered conditional pending the District's review of previous work history, clearance of the background investigation check and drug screening, and official approval by the Board of Trustees.

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All positions are filled without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

POSITION APPLIED FOR: _____

PERSONAL INFORMATION

Name (Last, First, Middle)	Telephone Number (s)
Mailing Address	E-Mail Address
City, State, Zip Code	Social Security Number

Are you claiming Veteran's Preference? Yes No

If yes please request a Veteran's Preference Form.

Have you ever been employed by the District? Yes No If Yes, give date (s)

Have you ever been terminated or been asked to resign by the District? Yes No

Have you been convicted of a felony? Yes No

Conviction will not necessarily disqualify an applicant from employment

If Yes, please explain and identify type of felony and jurisdiction _____

Do you have a relative currently working for the school district? Yes No

If Yes, whom? _____

CERTIFICATION INFORMATION

Do you have a valid Idaho Certificate? Yes No

If no, what will it take to obtain one?

Date of Initial Teaching Certification: _____ Issuing State: _____

Current Credential (check all that apply) Elementary Secondary Administrator

Special Education Other _____

Endorsements: _____

HIGHLY QUALIFIED TEACHER STATUS

The following core subject areas require verification of being Highly Qualified: Elementary Education, Special Education, English/Language Arts, Math, Science, Foreign Languages, Government, History, Geography, Economics, Music, Drama and Arts. **If you are applying for a position in one of these areas please indicate method of verification of HQT.**

- Praxis II Test in specific content area (Please enclose a copy)
- HOUSSE Rubric (Please enclose a copy)
- Major or equivalent (minimum of 30 credits) in specific content area
- National Board Certification in specific content area (Please enclose a copy of certificate)
- Out of State documentation (Please enclose a copy)

Salary Schedule placement will not be determined until all experience and credit hours is verified. If salary information is not verified at the time contract payments are set up, you will be placed at the BA Step 1 Level until verification is received.

EDUCATIONAL TRAINING

University or College/Location	Dates of Attendance	Major/Minor	Degree and Dates Graduated

CONTRACTED TEACHING EXPERIENCE (List most recent first)

Provide all experience that required an education credential and that was under a certified contract. Other employment experience should be included on your resume.

Name of School	Dates		Location	No. of Years	Subjects Taught Position Held
	From	To			

STUDENT TEACHING

Only required if you have less than five (5) years of teaching experience.

Location	Grade Level/Subject	Dates	Supervisor

REFERENCES

Give at least three references that have first-hand knowledge of your ability to perform the type of work for which you are now applying. Include principals or superintendents with whom you are now working.

Name	Address	Official Position	Phone Number

Some employees are in a unique position. They spend many hours each day with our community's children. Parents require assurance that school employees themselves will not harm children. For this reason your background and references will be checked.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I understand that the District will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals and entities named herein, except my current employer if so noted on the first page of this application, to provide any information requested about me and I release them from all liability for damage in providing this information.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all the rules, regulations, and policies of the District.

I understand that, if hired, I will be responsible for the fee of having my background check processed per district policy.

Signature of Applicant

Date

If you are selected for an interview, you will be contacted by phone. When, where, and how should we contact you? _____

