JOINT SCHOOL DISTRICT NO. 171

1145 Riverside Avenue ✦ PO Box 2259 ✦ Orofino, ID 83544 Phone:
(208) 476-5593 ✦ Fax: (208) 476-3724

SPEECH LANGUAGE PATHOLOGIST APPLICATION FOR 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 Application for Occupational Therapist 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 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 $37.00.
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	Email Address
City, State, Zip Code	

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 Pupil Services 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 EXPERIENCE (List most recent first)

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

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

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?

Applicant's Name _____ Date _____

Please answer the following questions. Your response can be submitted on a separate sheet.

1. Describe a time you worked as part of an interdisciplinary team (SLPs, PTs, physicians, teachers) to support students.

2. Describe your experience with the various diagnostic tools and standardized tests used in occupational therapy.

3. What is your approach to documentation to ensure it is both timely and accurate?

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AUTHORIZATION FOR RELEASE OF INFORMATION
ON PAST EMPLOYMENT WITH SCHOOL EMPLOYERS IDAHO
CODE 33-1210

Idaho Law requires applicants for any position at any Idaho Public School to allow the hiring school district employer to obtain a copy of past public school employer personnel file materials and other documentation relating to the performance of the applicant when such applicant was employed by any other public school, whether in Idaho or any other state.

Before hiring an applicant for any position, the District must request the applicant to sign this form. Should the applicant refuse or fail to sign this form, the District is not permitted to hire the applicant for any position. This authorization does not limit any employer from seeking additional information or disclosures from any applicant.

This form:

1. Authorizes current and past public school employers of the applicant/undersigned on this form, including applicants outside the State of Idaho, to release to the hiring school district all information relating to the job performance and/or job related conduct of the applicant and make available to the hiring school district copies of all documents in the previous employer's personnel file, investigative file or other files relating to the job performance of the applicant; and
2. Releases the applicant's/undersigned's current and past employers, and employees acting on behalf of the employer, from any liability for providing the above-mentioned information.

33-1210 RELEASE

I understand that the above requirements are a condition of my obtaining employment with the District and I consent to my current and former employers, both inside and outside the State of Idaho, upon receipt of this signed authorization, to comply with Idaho law. I further consent that such authorization may be provided to the hiring District via electronic means.

_____ _____
Signature of Applicant Date

_____
Printed Name of Applicant

_____
Identifying Employee Number/Name of Applicant or other
Identifying Information for Past Employer

*Information obtained through the use of this release will be used only for the purpose of evaluating the qualifications of the applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.

*A copy of this release and all other information obtained through use of this release will be placed into the applicant's personnel file with the District upon employment of the applicant, if any.

*An applicant's failure to disclose any former school district employer, whether within or outside of the State of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the District's reporting of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.

*By accepting an executed copy of this form, the hiring school district makes not guaranty or promise of employment to the applicant. Further, the hiring school district may employ the applicant on a conditional basis pending review of information gathered pursuant to this release. Such conditional employment is not a guarantee or promise of continued employment with the hiring school district for any length of time or pursuant to any additional conditions.