

# SMACKOVER-NORPHLET SCHOOL DISTRICT

## Licensed Employment Application

Return your fully completed and signed application, resume, PRAXIS scores, college transcript, and teaching license in person, by mail or email to:  
 SMACKOVER-NORPHLET SCHOOL DISTRICT  
 112 East 8<sup>th</sup> Street Smackover, AR 71762  
 Phone: (870) 725-3132  
 Email: ginie.cameron@smackover.net

APPLICANT INFORMATION						
Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City			State		ZIP	
Phone			E-mail Address			
Date Available			Social Security No.			Desired Salary
Position for which you are applying						
Have you ever worked for this company?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	

EDUCATION			
College			City, State
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College			City, State
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College			City, State
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

LICENSURE INFORMATION		
Do you have a teaching license? YES <input type="checkbox"/> NO <input type="checkbox"/>		Do you have a Code of Ethics violation pending? YES <input type="checkbox"/> NO <input type="checkbox"/>
Complete this section if you have a teaching license.	Expiration Date:	State Issuing Teaching License:
	Areas/Grade Levels of Licensure:	
Complete this section if you are in the process of obtaining a teaching license.	What is your current pathway to licensure?	
	____ I am currently student teaching.	
	____ I am enrolled in the APPEL Program.	
	____ I am enrolled in the MAT Program.	
	____ I am enrolled in the PPTL Program.	
	____ I have a bachelor's degree and I am interested in obtaining a teaching license.	
____ I will have a bachelor's degree on _____ and I am interested in obtaining a teaching license.		Areas/Grade Levels of Licensure being sought:

**MILITARY SERVICE**

Branch

From

To

Rank at Discharge

Type of Discharge

If other than honorable, explain

Are you an unmarried surviving spouse of a deceased veteran?

YES NO 

In accordance with Arkansas Acts 444 and 447 of 2013, any applicant who is seeking to be given veteran's preference must submit the following documentation along with their application:

For a veteran or a disabled veteran:

- Form DD-214 indicating honorable discharge;
- A letter dated within the last six months from the applicant's command indicating years of service in the National Guard or Reserve Forces as well as the applicant's current status;
- Disability letter from the Veteran's Administration (in the case of an applicant with a service-connected disability).

To claim status based on having a deceased spouse who had veteran status

- Marriage license;
- Death certificate;
- Not to have remarried (status is lost with remarriage)

**CRIMINAL BACKGROUND CHECK**

I understand that in the event I am offered a position with the Smackover-Norphlet School District, I will be required to be fingerprinted and have a criminal background check in accordance with the Official Code of Arkansas Annotated 6-17-414.

YES NO 

Answer the following questions carefully and completely:

Do you have a court order involving any current students or employees of the Smackover-Norphlet School District?

YES NO Have you ever been arrested, pleaded guilty or no contest to, or been convicted of any criminal offense other than a **minor**\* traffic offense?YES NO 

If yes to either question, provide detailed information below for each court order or offense, including the specific offense for which you were charged and the disposition of the offense and the date, court, state, and county where you were charged

\*Some examples of traffic offenses that are **NOT** considered **MINOR** and which must be listed include driving under the influence, reckless driving, eluding a law enforcement officer, as well as any other traffic offense for which you were fined \$50 or more or were sentenced to jail, probation, or had your driver's license suspended or revoked. Offenses will not necessarily prevent you from employment. Each situation is evaluated individually based upon the time, circumstances, and seriousness of the violation and its relationship to the type of employment sought.

**PROFESSIONAL EXPERIENCE**

School		Phone
Address		Supervisor
Position		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?      YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone
Address		Supervisor
Position		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?      YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone
Address		Supervisor
Position		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?      YES <input type="checkbox"/> NO <input type="checkbox"/>		

Have you ever been terminated from a job? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, what was the reason for the termination?
---	--

**REFERENCES**

*Please list three people, other than relatives, who have direct knowledge of your work experience or skills related to the position for which you are applying.*

Full Name		Relationship	
Address		Phone	
Full Name		Relationship	
Address		Phone	
Full Name		Relationship	
Address		Phone	

**INTERESTS**

*Please list any areas in which you would like to receive additional training.*

*Please list any clubs in which you would be interested in sponsoring.*

**STATEMENT**

*Please write a brief statement that will supplement the information given in this application.*

**APPLICANT'S AUTHORIZATION STATEMENT**

I understand that this application is the property of the Smackover-Norphlet School District and cannot be returned. By filing application for employment with the Smackover-Norphlet School District, I agree, if employed, to abide by all the policies as set forth by the Smackover-Norphlet School District Board of Education. I authorize full investigation of the information given in this application and consent to the representatives of the Smackover-Norphlet School District contacting my references, previous employers, schools attended, court officials, law enforcement authorities, and other individuals.

I authorize all employers, persons, schools, corporations, agencies, or other entities to release information concerning me and I hereby release those parties from any and all liability whatsoever for providing such information. I understand that the Smackover-Norphlet School District may investigate sources or references other than those given in this application. I acknowledge that all references will be confidential information. I understand that nothing in this employment application, in the statements or policies of the Smackover-Norphlet School District or the Smackover-Norphlet School District Board of Education, or in my communications with any District or Board Official is intended to create an employment contract. No promises of employment have been made to me. I also understand that any misstatement or omission of any information requested throughout the application and interview process shall be a reason for non-employment or dismissal from employment.

Signature

Date

When a vacancy is anticipated or occurs, all completed applications in the given area are reviewed carefully. Applications are kept on active file for three years from the date received and will be disposed of properly by shredding after that date. You may reactivate and update your application beyond that time by calling the central office.

***The Smackover-Norphlet School District is an Equal Opportunity Employer.***

***It is the policy of the Smackover –Norphlet School District not to discriminate on the basis of age, sex, race, color, religion, marital status, national origin, or disability in its educational programs, activities, or employment practices.***