

# OGLALA LAKOTA COUNTY SCHOOL DISTRICT 65-1



**OLCSD Mission**  
To Strengthen the Lakota Identity and  
Values of Students and to Assure Their  
Overall Well-Being and Academic Success.

Aide, Certified, Security, Maintenance positions including Substitute  
minimum requirement: GED or High School Diploma.-**Please attach  
a COPY.**  
**MUST BE 18 years of age to apply.**

**Dear Applicant**

Thank you for your interest in applying for a position with the Oglala Lakota County School District. Please fill out the attached job application in **FULL** and return it to the **Oglala Lakota County School District, Human Resources, P.O. Box 109, Batesland, SD 57716**. If you have any questions concerning closing dates, qualifications, etc. please call the Human Resources at 605-455-6711.

**Applications will be kept on file for a year.**

**The following information is required before your application will be considered:**

- **Bring picture Identification, High School Diploma or GED.**
- **Social security card or passport or birth certificate**
- **COVID Vaccine Card (recommended but not required)**
- If applying for an **Aide** or **Teacher** position, an **Official** College Transcripts and copy of degree(s).
- Phone number (Message phone is accepted) **Applicant is responsible for keeping contact number current**
- Employment History pertaining for job applied for, with phone numbers for contact purposes.
- Letters of recommendation or reference letters
- South Dakota Teacher Certificate and Official Transcripts (**If applying for a teaching position**)
- CDL Bus Drivers (**If applying for a driving position**) are required to submit to a pre-employment drug test before driving. **If you are applying for substitute bus driver the administrative office will need a copy of your license, copy of your medical examiner's certificate, background check and negative drug test prior to driving.**

**The following information is optional: (Copy of)**

- Resume' (**Complete applications are required.**)
- Certificates

The Oglala Lakota County School District provides equal opportunity to all persons regardless of age, race, creed, color, sex, national origin, religion and disability.

**Background Checks: SDCL: 13-10-12.** The Oglala Lakota County School District requires a pre-employment background check on all persons who will be applying for employment or substituting. **You will not be given an opportunity to substitute or interview until Background check and Drug /Alcohol test clearance with the HR Office. No fees to apply.**



Position: \_\_\_\_\_ Date received: \_\_\_\_\_

Personal Information: **Please complete the application, (see resume is not sufficient.)**

Full Name: \_\_\_\_\_  
 Last First Middle Initial Maiden

Mailing address: \_\_\_\_\_  
 Street Box City State Zip

Date of Birth: \_\_\_\_\_ (Must be 18 years of age to apply)

Telephone Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Home Work Cell phone

Social Security Number: (Optional) \_\_\_\_\_

Email address: \_\_\_\_\_

What School location are you interested in working? \_\_\_\_\_.

How did you hear about us? \_\_\_\_\_ social media \_\_\_\_\_ friend/family \_\_\_\_\_ website

**EDUCATIONAL PREPARATION (Most recent first) High School Diploma not required may substitute applied experience. Do you have a high school diploma/GED? \_\_\_\_\_**

**EDUCATIONAL ATTAINMENT:** \_\_\_\_\_ Bachelor's Degree + \_\_\_\_\_ Sem. Hrs.  
 \_\_\_\_\_ Associate Degree \_\_\_\_\_ Master's Degree + \_\_\_\_\_ Sem. Hrs.  
 \_\_\_\_\_ Para Certificate \_\_\_\_\_ Specialist.

Month / Day / Year available for employment: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are you an honorably discharged military veteran? \_\_\_ Yes or \_\_\_ No

Military Service? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes) Dates of Service: \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_ Yes. \_\_\_ No If no, are you eligible to work in the U.S.? \_\_\_ Yes \_\_\_ No

**WORK EXPERIENCE (Most recent first) Include Military**

Employer and Location	Position	Employment Dates	Salary	Reason for Leaving

Please provide no less than 3 personal references with phone numbers people you may have known for 5 years or more that we may contact. Do not list family/relatives. **Your application will be considered incomplete if 3 references are not listed.**

1. Name \_\_\_\_\_ Position: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_
2. Name \_\_\_\_\_ Position: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_
3. Name \_\_\_\_\_ Position: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

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**IMPORTANT ADDITIONAL REQUIREMENTS**

1. A personal interview is required before an applicant can be recommended for contract.
2. Pursuant to Policy School Employee Certificate of Health will be required prior to beginning employment.
3. The District, will perform a criminal records check, driving record, reference check.
4. Upon acceptance of a contract, the applicant must provide a complete original transcript of credits (if applicable for position).

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**Background History (If the answer to any of the following questions is “yes” please include an explanation on a separate page.)**

1. Have you ever been discharged or requested to resign from a position?  
If yes, explain: \_\_\_\_\_
2. Do you have a valid South Dakota Driver's license? (if position requires) \_\_\_\_\_
3. Have you ever had a driver's license revoked or suspended? If so, when and where? \_\_\_\_\_
4. Have you ever been charged or convicted of criminal conduct or felony? \_\_\_\_\_
5. Are any criminal charges or proceedings pending against you? If so, when and where? \_\_\_\_\_
6. Have you ever been convicted of a drug or alcohol related charge? If so, when and where? \_\_\_\_\_

**Please circle activities you can direct, coach or advise.**

**Athletic**

- 
- |   |                                      |
|---|--------------------------------------|
| Elementary Archery Coach                    | Elementary Assistant Football Coach  |
| Elementary Boys Assistant Coach             | Elementary Boys Basketball Coach     |
| Elementary Cross Country Coach              | Elementary Football Coach            |
| Elementary Girls Assistant Basketball Coach | Elementary Girls Basketball Coach    |
| Elementary Track Coach                      | Elementary Volleyball Coach          |
| High School Archery Coach                   | High School Assistant Football Coach |

High School Assistant Football Coach  
High School Bowling Club Advisor  
High School Boys Basketball Coach  
High School Football Coach  
High School Girls Basketball Coach  
High School Strength and Conditioning Coach  
High School Volleyball Coach

High School Assistant Girls Basketball Coach  
High School Boys Assistant Basketball Coach  
High School Cross Country Coach  
High School Girls Assistant Basketball Coach  
High School Golf Coach  
High School Track Coach  
High School Wrestling Coach

**Club**

Elementary Cheerleading Sponsor  
Elementary Dance Club (wacipi)  
High School Cheerleading Sponsor  
High School Concessions  
High School E Sports  
High School Journalism Advisor  
High School Lakota Regalia & Beading Club Advisor  
High School Newspaper  
High School Student Council  
SDHSRA Rodeo Club

Elementary Chess  
Elementary Handgames Sponsor  
High School Chess  
High School Dance Sponsor (wacipi)  
High School Hand Games Sponsor  
High School Lakota Hand Game Club Sponsor  
High School National Honors Society  
High School Senior Class Advisor  
High School Yearbook

Please provide more details regarding your experience or interest in your selected extra-curricular activities. For instance, provide details on any experience as a participant at the high school or college level or as a director, coach, supervisor, or sponsor.

1. Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.

If needed, will you be available for evenings or weekends? \_\_\_Yes \_\_\_No

Are you COVID 19 vaccinated? \_\_\_Yes \_\_\_No (mail, email or fax copy)

Do you have a valid Drivers License? \_\_\_\_Yes \_\_\_\_No

Please list the name or names of current staff member who referred you. They will receive a monetary bonus.

Will you need transportation to and from work? \_\_\_\_\_

Will you need day care? \_\_\_\_\_

Do you need housing? \_\_\_\_\_

***Copy of High School diploma or GED (if required), College Transcripts, Para- professional certification, valid commercial driver's license, commercial driver physical card, Teacher certification, cook certifications and any other documents you would like to submit must be attached with application***

According to the Oglala Lakota County School District policy, you must submit to a drug test and criminal background check prior to employment.

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***The Oglala Lakota County School District provides equal opportunity in employment to all persons regardless of age, race, creed, color, sex, national origin, religion or disability.***

Oglala Lakota County School District  
P.O. BOX 109  
BATESLAND, SD 57716

**READ CAREFULLY:**

I hereby certify that answers given are true and complete to the best of my knowledge, and I understand that if I am employed, **false statements on this application**, whenever discovered, may be sufficient cause for immediate dismissal at the District's discretion.

I further understand that if I accept a position with the Oglala Lakota County School District, these statements will become part of my permanent record.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

# *Oglala Lakota County School District 65-1*



## **AUTHORIZATION FOR PRIOR EMPLOYER TO RELEASE INFORMATION**

(Please read the following statements, sign below, and return to the Human Resources office.)

I, \_\_\_\_\_, hereby authorize a representative of Oglala Lakota County School District bearing this release to obtain any information from, past employers, criminal justice agencies, or individuals, relating to my application. This information may include, but is not limited to, performance, attendance, professional history, disciplinary, and felony or misdemeanor criminal records, motor vehicle records, including arrest and convictions, unless prohibited by state or federal law. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by Oglala Lakota County School District and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

\_\_\_\_\_  
(Applicant's signature)

\_\_\_\_\_  
(Date)