

Viborg-Hurley School District

Certified Application

PO Box 397 Viborg, SD 57070

Position for which you are applying: _____ Today's Date: _____

Name: _____ SSN: _____

Address: _____

Previous Name/s: _____

Home Phone: _____ Work Phone: _____

Do you hold a valid Teaching/Administrative Certificate? (If no, please give details in your letter of application)

South Dakota _____ Expiration Date: _____

Other State _____ Expiration Date: _____

Email _____

Please answer the following questions:

1. Do you have the legal right to work in the United States? _____ Yes _____ No
2. Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying? _____ Yes _____ No
3. Have you ever been released or discharged from employment or resigned to avoid such release or discharge? _____ Yes _____ No
4. Have you had any violations of the South Dakota code of Ethics or any previous commission in South Dakota or any other state? _____ Yes _____ No

If yes, please explain, Include date of discharge or resignation and reason for discharge or resignation:

5. I hereby certify that (check the applicable box and provide the information requested)

_____ I have not pleaded guilty to or have been convicted of any violation of criminal law, including criminal convictions resulting from a deferred sentence or a plea of nolo contendere/no contest (minor traffic offences excepted).

_____ I have pleaded guilty to or have been convicted of at least one violation of criminal law. Please attach and sign a complete description of the circumstances surrounding such conviction. (This may not necessarily disqualify a person from consideration for employment.)

Employment Record

List your employment, with your most recent employment first. Describe your employment history, accounting for the last 3 positions held. You may include volunteer and paid experiences. DO NOT substitute a resume. You may attach additional information.

Do you wish to be notified before we contact your current or previous employers?

_____ Yes _____ No

Most Recent Employer: _____ Position: _____

Yrs in Position: _____ Address: _____

Contact Person: _____ Title: _____

Number of Employees supervised: *(If retired, please use information from your most recent position.)*

Administrative Staff: _____ Teachers: _____

Length of Present Contract: _____ Expiration Date: _____

Reasons for Leaving: _____

Most Recent Employer: _____ Position: _____

Yrs in Position: _____ Address: _____

Contact Person: _____ Title: _____

Number of Employees supervised: *(If retired, please use information from your most recent position.)*

Administrative Staff: _____ Teachers: _____

Length of Present Contract: _____ Expiration Date: _____

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Most Recent Employer: _____ Position: _____

Yrs in Position: _____ Address: _____

Contact Person: _____ Title: _____

Number of Employees supervised: *(If retired, please use information from your most recent position.)*

Administrative Staff: _____ Teachers: _____

Length of Present Contract: _____ Expiration Date: _____

Reasons for Leaving: _____

References

Please list current information for five references below. Individuals listed should be other than those who have submitted written letters of reference.

<i>Name</i>	<i>Title</i>	<i>Phone (Home/Work</i>

Education History

Professional Preparation

Highest Degree Earned: _____

List from most recent to least recent attendance:

University/College	Location	Subject	Degree	Year	GPA

Total Number of Years You Have Served As:

A teacher: _____

A coach: _____

A principal: _____

A superintendent: _____

Other: _____ List Occupation: _____

Equal Opportunity Employer

Each participating school district prohibits discrimination against or harassment of any person by or seeking employment with the school district because of race, creed, religion, color, political affiliation or national origin or because of age, physical or mental disability, marital status, or gender when the reasonable demands of the position do not require an age, physical or mental disability, marital status or gender distinction. People with disabilities may request reasonable accommodation in the hiring process by contacting the school district personnel office.

Authorization to Release Employment Records

If employed by a school district, the applicant authorizes the school district to supply his/her employment record at the school district's sole discretion, in whole or part, to any prospective employer, government agency, or another party, when the school district's interest is deemed appropriate.

Drug-Free/Tobacco-Free Policies

The school district is a drug-free, tobacco-free school and, as such, requires all employees to adhere to specific drug-free, tobacco-free policies.

Title IX Policy:

<https://www.viborg-hurley.k12.sd.us/page/title-ix-discrimination-harassment>

All statements and information provided within this application and its attachments, if any, are true and complete. I understand that omission or misrepresentation of a material fact or altering this application form may result in refusal of or separation from employment.

Applicant Signature*

Date

***All applications MUST be signed.**