

TWO RIVERS SCHOOL DISTRICT  
17727 EAST STATE HWY 28  
OLA AR 72853  
PHONE (833) 272-8773

APPLICATION FOR INSTRUCTIONAL AND ADMINISTRATIVE POSITIONS

Instructions: Please do not omit any applicable item. Failure to complete the entire form including the writing sample can result in the rejection of your candidacy.

Name \_\_\_\_\_  
First
Middle
Last

Social Security Number \_\_\_\_\_ Phone No. \_\_\_\_\_  
Home

Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
PO Box/Street
Cell/Message

\_\_\_\_\_  
City
State
Zip Code
Present Address Valid Until \_\_\_\_\_

Permanent Address \_\_\_\_\_  
PO Box/Street
City
State
Zip

Position(s) Applied For: \_\_\_\_\_

**A. CERTIFICATION**

1. Do you hold or have you held Arkansas teaching certification? \_\_\_\_\_

a. Type: Regular \_\_\_\_\_ Provisional \_\_\_\_\_ b. Certification areas: \_\_\_\_\_

\_\_\_\_\_ c. Years valid: 20\_\_ - 20\_\_

2. Do you hold or have you held teaching certification in another state? \_\_\_\_\_

a. State: \_\_\_\_\_ b. Type: \_\_\_\_\_

c. Certification areas: \_\_\_\_\_

3. If you do not currently hold a teaching certificate, describe your status (i.e. Deficiency & Removal Plan):

\_\_\_\_\_

**B. EDUCATIONAL AND PROFESSIONAL TRAINING**

1. List high school (optional), college or university.

Dates Attended	School/Institution	Location	Major	Minor	Degree & Year

2. Special training, seminars, etc: \_\_\_\_\_

\_\_\_\_\_

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C. POSITION(S) DESIRED                      Full-time \_\_\_\_\_                      Part-time \_\_\_\_\_

1. Check appropriate space(s) below:

_____ Kindergarten	_____ Special Education	_____ Middle School	_____ Other
_____ Elementary	_____ Counselor – Elementary	_____ Administrator	_____
_____ Junior High	_____ Counselor – Secondary	_____ Gifted/Talented	_____
_____ Senior High	_____ Media Specialist	_____ Speech Therapist	_____

2. Number in order of preference those elementary grade levels you wish to teach:  
K \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_ K-5 \_\_\_\_\_ (Special Education, Music, Media, Speech, etc.)

3. List the secondary subject areas (including Middle School) for which you hold certification:  
\_\_\_\_\_  
\_\_\_\_\_

4. List other subjects you could teach and the number of semester hours in these areas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. a. Check the extra-curricular activities or clubs which you would be willing to sponsor.  
b. Circle those in which you would be willing to assist.

_____ Drama	_____ Cheerleaders	_____ Athletics – Sports: _____	_____ Foreign Language
_____ Debate	_____ Drill Team	_____	_____
_____ Pep Club	_____ Newspaper	_____ Music – Areas: _____	Other: _____
_____ Yearbook	_____ Student Council	_____	_____
_____ Honor Society	_____	_____	_____

D. ADDITIONAL INFORMATION

1. Professional, technical, educational, community or service organizations to which you belong:  
\_\_\_\_\_  
\_\_\_\_\_

Honors or awards received: \_\_\_\_\_  
\_\_\_\_\_

Hobbies, sports, special interests: \_\_\_\_\_  
\_\_\_\_\_

Collegiate extra-curricular activities: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

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1. Language ability (other than English); fluent in \_\_\_\_\_  
 Conversant in: \_\_\_\_\_ Read with understanding \_\_\_\_\_
2. Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Have you ever failed to be rehired? \_\_\_\_\_ Where? \_\_\_\_\_
4. Why do you wish to leave your present position? \_\_\_\_\_
5. Has the State Board of Education acted upon an ethics complaint under Act 1323 of 2013? Yes \_\_\_\_\_ No \_\_\_\_\_

E. EXPERIENCE – Account for your work history in Parts 1 and/or 2 below, beginning with current experience.  
 1. Teaching Experience – List in sequence regular teaching experience in public and private schools and in colleges and universities.

Dates: Mo./Yr. From – To	Name of Institution or District	City and State	Grade or Subject Taught
Student Teaching:			

2. Non-Teaching Experience – List other employment and/or experience.

Dates: Mo./Yr. From – To	Firm or Agency	Address	Position

3. Full-time U.S. Armed Forces Service – Branch of Service: \_\_\_\_\_  
 Rank at Discharge: \_\_\_\_\_ Dates of Service: From \_\_\_\_\_ To \_\_\_\_\_
4. Are you a veteran, disabled veteran or surviving spouse of a veteran? Yes \_\_\_\_\_ No \_\_\_\_\_

F. REFERENCES Give at least five references; include principals and superintendents for whom you have most recently worked and one additional person who can attest to your character and qualifications.

Name	Official Position	Address & Telephone

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G. ORIGINAL STATEMENT – Please respond to the following in your own handwriting. Explain why you chose to enter the teaching profession and why you would like to teach in the Two Rivers School District.

H. READ CAREFULLY BEFORE SIGNING

Placement credentials, NTE scores, photocopy of teaching certificate, and an official transcript of all college or university credit should be forwarded to: Superintendent, Two Rivers School District, 17727 East State Highway 28, Ola AR 72853.

Application forms are sent to all who request them regardless of existing vacancies. The issuance of such forms does not signify that the applicant is under consideration for appointment. The applicant will be notified when an initial interview is scheduled.

An application remains active for a period of one year and must be renewed following this period.

The facts set forth in my application for employment shall be considered true and complete. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

Signed \_\_\_\_\_  
Applicant Date

The Two Rivers School District is an equal opportunity educational and employment institution. The law protects the rights for an equal employment opportunity regardless of race, religious creed, national origin, ancestry, physical handicap, sex, or age.