



Heber Springs School District Application for Certified Employment

The Heber Springs School District does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, veterans' status, or disability in employment, application for employment, or any other aspect of its programs and activities. This employer participates in E-Verify. If a person with a disability needs accommodations to participate in the application process (including filling out this form, interviewing, or any other pre-employment procedure or requirement), the applicant may (but is not required to) notify the District of the applicant's need for such accommodations prior to attempting to complete the application and interview process. A person with a disability may also notify the District of any accommodations that may be necessary to permit the applicant to perform the essential functions of the position for which the applicant is applying. If you have any inquiries, complaints or concerns about any pre-employment procedure or requirement including this application, or about the District policy of non-discrimination, you may contact the central office of administration at (501) 362-6712. All applicants are expected to answer all questions on this application. Answer "none" or "not applicable" where necessary.

Date: _____

Last Name First Name Middle Social Security Number

Current Address:

Street City State/Zip

Alternate Address:

Street City State/Zip

Phone _____ Alternate Phone _____

Date available to begin work _____

Certification Area(s) _____ Grade Level _____

Expiration Date _____ State _____

Position(s) for which you are applying (include subject and grade)

Areas you could sponsor or coach _____

Educational preparation:

	Name and Location	Degree	Major	Overall GPA
High School				
Colleges/Universities				

Teaching Experience (If none, list student teaching experience):

District Name & Location	Position	Dates of Employment	Supervisor	Phone

Other Work Experience:

Employer Name & Location	Position	Dates of Employment	Supervisor	Phone

References:

Name	Address	Phone	Position

Criminal Record/ Child Abuse and Neglect Questions:

Has the Arkansas Department of Human Services, or similar agency in any other state ever issued a finding, determination, or other decision substantiating either in whole or in part, to any degree whatsoever, a report that you engaged in child abuse or neglect, including, but not limited to physical, emotional, educational, medical or sexual abuse or neglect of a child?

Have you ever been arrested for, charged with, or convicted of a felony, misdemeanor, or ordinance violation? (Exclude traffic offences for which you were not sentenced to jail or for which the fine was less than \$100.00 Do not exclude offences related to driving while intoxicated (DWI) or driving while under the influence (DUI).)

Have you ever received a suspended imposition of sentence or suspended execution of sentence for a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00. Do not exclude offenses related to driving while under the influence (DUI).)

Have you ever plead guilty or nolo contendere (no contest), or entered an Alford plea, to a felony, misdemeanor, or ordinance violation? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00. Do not exclude offenses related to driving while under the influence (DUI).)

Has any record pertaining to you concerning any arrest, charge, plea, conviction, or sentence for any felony, misdemeanor, or ordinance ever been expunged? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00. Do not exclude offenses related to driving while under the influence (DUI).)

Are you currently on probation or parole? _____

If you answer to any of the foregoing questions is "yes," please provide an explanation below and/or attach additional information to this form.

Prior Employment Questions:

Have you ever been non-renewed? _____

Have you ever been served with a notice of deficiencies or warning letter? _____

Have you ever been served with a statement of charges seeking the termination of your employment?

Have you ever resigned to avoid being served with a statement of charges seeking the termination of your employment?

Have you ever been fired, dismissed, terminated or otherwise involuntarily discharged from your employment?

Have you ever resigned in lieu of being fired, dismissed, terminated or otherwise involuntarily discharged from your employment?

If you answer to any of the foregoing questions is "yes" please provide an explanation below and/or attach additional information to this form.

Applicant Questions:

Name: _____ **Social Security:** _____

You may omit any activities that identify your status with respect to gender, age, race, religion, national origin, or disability:

1. Why have you chosen teaching as your profession?

2. What student outcomes would you strive for as a teacher?

3. Write a brief autobiography focusing on the important people and events in your life?

Read Carefully Before Signing:

I hereby authorize the Heber Springs School District to contact all persons and entities listed on this application and to make all other contacts, inquiries, and investigations that the District deems necessary to verify my education, employment, and criminal and child abuse history, including but not limited to contacting current and/or past employers, educational institutions, law enforcement, and child abuse agencies. I hereby consent to the release of any such information by third persons and I understand that the Heber Springs School District will keep such information in a confidential file, available only to appropriate District officials.

I hereby release the directors, officers, employees, and agents of both the Heber Springs School District and each of my past employers from any and all liability arising from disclosure of personnel records and from oral appraisals of my past performance made to the Heber Springs School District.

I understand that employment with the Heber Springs School District is contingent upon the satisfactory completion of a criminal and child abuse/neglect record check. In accordance with Arkansas law; this background check will include a complete fingerprint criminal record check. I further understand that in accordance with Arkansas law, this criminal records check will result in the disclosure of both open and closed criminal records, including but not limited to, suspended impositions of sentence. An unsatisfactory report shall constitute cause for rejection of an application or immediate termination, if the applicant has been hired. Although the existence of an arrest, charge, plea, conviction, and/or sentence alone may not constitute an unsatisfactory report, the Heber Springs School District has a compelling interest in ensuring the safety and welfare of its students. Therefore, the Heber Springs School District is permitted by law, and has an obligation, to request criminal and child abuse/neglect information and official records for each applicant and employee, and to act in accordance with such information and official records.

I hereby certify that all information provided by me in connection with this application is true, accurate, and complete. I understand that any false, inaccurate, incomplete, omitted, or misleading information provided on this application, or on any other documents submitted in connection with this application, shall be cause for refusal to hire, or if applicant has been hired, for immediate termination.

Signature

Date

Cautions and Additional Information

You must answer every question on the application accurately and completely.

You will not be hired if you provide false or incomplete information.

You will be dismissed if the false or incomplete information is discovered after you are hired.

Under Arkansas law, the Heber Springs School District can and will receive **complete criminal records** for all applicants.

Under Arkansas law, the Heber Springs School District will receive information about both **open and closed** criminal records.

If you have ever been told by an attorney, law enforcement officer, or any other person that you do not have to report an arrest, charge, suspended sentence, conviction, or any other type of criminal record -whether open or closed- on an employment application, **that advice does not apply to employment with school districts**.

You must report every open or closed criminal record on your application to the Heber Springs School District.

You will not be excluded from employment solely because you report an open or closed criminal record. The Heber Springs School District will review the information you provide with respect to type and date of offense, relationship to the job for which you are applying, and other relevant information and determine what, if any, effect the record should have on your request for employment.

However, failure to report any criminal record- whether open or closed- will result in exclusion from hiring or discharge if you have already been hired.

If you are not sure whether something should be reported on the application, you must report it. The Heber Springs School District cannot accept reasons such as an applicant forgot about an arrest or offense, or that the applicant did not know he or she was "actually arrested."

You may submit a completed electronic version of this application to the central office of administration at: lolmstead@hssd.k12.ar.us However, you must also mail or deliver a signed printed version of this application to:

Superintendent of Schools
Heber Springs School District
1100 W Pine St
Heber Springs, Ar 72543