

Our greatest contribution to mankind is to be sure there is a teacher in every classroom who cares that every student everyday learns and grows and feels like a real human being.

FOR OFFICE USE ONLY

Assignment _____
 Effective Date _____
 Days _____
 Step _____ Column _____
 Base Salary _____
 Supplementary _____
 Total Salary _____

Application for Employment

Mill Creek Valley - U.S.D. #329

Alma, Kansas 66401

Date _____

NAME _____ SOCIAL SECURITY NO. _____
Last First Middle

PRESENT ADDRESS _____
Street City State Zip Code Telephone

PERMANENT ADDRESS _____
Street City State Zip Code Telephone

Provide name of person best able to locate you when necessary.

Name _____ Address _____ Telephone _____

EMPLOYMENT PREFERENCE

TYPE OF APPLICATION: Elementary _____ Secondary _____ Both _____ Administrative _____
 Other _____

Please list in order of preference the positions for which you are qualified:

1. _____ 3. _____
2. _____ 4. _____

USD #329 - Mill Creek Valley does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the district's compliance with Title VI, Title IX, ADA including information about the existence and location of services, activities, and facilities that are accessible to and usable by the disabled, or Section 504 may be directed to the Title IX Coordinator, the Superintendent of Schools, who can be reached at (785) 765-3394, Box 157, Alma, Kansas 66401, or to the Assistant Secretary for Civil Right, U.S. Department of Education.

EDUCATIONAL AND PROFESSIONAL TRAINING

School	Name and Location of Institution	Date(s)	Degree
High School			
College or University			
College or University			
College or University			
College credit earned since completing last degree			

Major in Undergraduate Work _____ No. of Semester Hours _____ GPA _____

Minor in Undergraduate Work _____ No. of Semester Hours _____ GPA _____

Major in Graduate Work _____ No. of Semester Hours _____ GPA _____

Total Undergraduate Semester Hours _____ GPA _____

Total Graduate Hours _____ GPA _____

STUDENT TEACHING

Name of School	Address	Area (grade or subjects)	Dates	Cooperating Teacher

EDUCATIONAL EXPERIENCE

Name of School - Address	Inclusive Dates	Grades or subject Taught	Extra Curricular Activities

Name and address of present or last superintendent or principal _____

OTHER EXPERIENCE

Firm or Employer	Address	Kind of Work	Dates of Employment

CERTIFICATION

Type of Kansas Certificate held _____ Level _____

Type of Out-of-State Certificate held _____ Level _____

EXTRA CURRICULAR ACTIVITIES

List extra curricular activities you are qualified and willing to direct or coach.

1. _____ 2. _____

3. _____ 4. _____

REFERENCES

List below at least three references including administrative and supervisory personnel who have first hand knowledge of your performance and or future potential in the area for which you are applying (vocational education applicants should list one business reference).

Name	Official Position	Complete Address (street, city, state, zip)	Telephone

Add by letter or resume any additional information that will give us a more complete estimate of your training, experience, character and ability. Emphasize your special preparation and training, also your experience in extra curricular activities.

In the space provided below in your own handwriting, indicate your personal and professional goals in seeking a position in this district.

To complete this application you must furnish:

1. Copies of official transcripts
2. College or University placement credentials
3. Copy of your certificate

I certify that the facts set forth in this application are true and complete, and I hereby authorize USD #329 to collect information concerning my character, personality, scholarship and general teaching ability.

Signature _____

RETURN TO:

Mill Creek Valley
USD #329
P.O. Box 157
Alma, Kansas 66401
Telephone: 785/765-3394

YOUR APPLICATION WILL BE KEPT ON FILE FOR ONE (1) YEAR AND WILL BE SCREENED FOR ALL VACANCIES FOR WHICH YOU HAVE APPLIED AND QUALIFY. YOU WILL BE NOTIFIED IF AN INTERVIEW IS REQUIRED. PLEASE NOTIFY US IF YOU WISH YOUR FILE CLOSED