

St. Maries Joint School District No. 41

240 S. 11th Street - P. O. Box 384

St. Maries, ID 83861

Telephone: (208) 245-2579

Fax: (208) 245-3970

<http://www.sd41.org>



If you are interested in applying for any current or future openings within St. Maries Joint School District No. 41 please complete and return the following:

1. Letter of Application addressed to:

St. Maries School District No. 41
240 S. 11th Street - P. O. Box 384
St. Maries, ID 83861
Telephone: (208) 245-2579
Fax: (208) 245-3970

Applications may be emailed to clanphear@sd41.org

- 2. Application for Employment – Certified**
- 3. Authorization for Release of Information on Past Employment with School Employers Idaho Code 33-1210** (attached to Application)
- 4. Resume'**, including related education, training, and work experience
- 5. Copy of Transcripts:** You must provide transcripts that list all classes taken and grades received for each institution you've attended. For the purpose of the initial interview only, a copy of the transcript from your university/college will suffice, if classes and grades for all other institutions are listed. However, official transcripts from all institutions are required upon employment.
- 6. Three Current Letters of Recommendation**
- 7. Copy of Current Teaching Certificate:** Please provide a copy of your current Teaching Certificate, unless you have recently graduated, and it is in process.
- 8. Proof of Highly Qualified Teacher Status**
- 9. Consent to be Tested for Drugs** (attached to enclosed Pre-Employment Drug Testing Policy)

An Applicant cannot be considered for a screening interview without a complete file, and no Applicant can be considered for District positions unless he/she has had an initial screening interview.

If you are selected for employment with St. Maries Joint School District No. 41, you will be required to undergo a Background Records Check, including submission of fingerprints, to the State Department of Education and Federal Bureau of Investigation (FBI). Applicant is responsible for paying the fee that must accompany the fingerprint card to the State Department of Education.

Applicant files are kept for one year after the date of submission. To keep your file active you must complete and return an updated letter at the beginning of every calendar year.

Thank you for your interest in St. Maries Joint School District No. 41. Should you have any questions, please contact the District Office at (208) 245-2579.

ST. MARIES JOINT SCHOOL DISTRICT NO. 41 IS AN EQUAL OPPORTUNITY EMPLOYER
Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.
Preference given to eligible veterans – Idaho Code §65-503A.

CONTRACTED EDUCATIONAL EXPERIENCE
PROVIDE ALL EXPERIENCE THAT REQUIRED AN EDUCATION CREDENTIAL
AND THAT WAS UNDER A CERTIFIED CONTRACT. (ATTACH ADDITIONAL SHEETS IF NECESSARY)
(LIST MOST RECENT EXPERIENCE FIRST)

School District:	Telephone: ()	
Address:	Employed (Month/Year) From: To:	No. of Years
Position(s) Held:	Supervisor:	
School District:	Telephone: ()	
Address:	Employed (Month/Year) From: To:	No. of Years
Position(s) Held:	Supervisor:	
School District:	Telephone: ()	
Address:	Employed (Month/Year) From: To:	No. of Years
Position(s) Held:	Supervisor:	

NON-CONTRACTED EDUCATIONAL EXPERIENCE
PROVIDE ALL OTHER TEACHING EXPERIENCE, INCLUDING SUBSTITUTING, NON-ACCREDITED SCHOOL(S),
STUDENT TEACHING, ETC. (ATTACH ADDITIONAL SHEETS IF NECESSARY)
(LIST MOST RECENT EXPERIENCE FIRST)

School District:	Telephone: ()	
Address:	Employed (Month/Year) From: To:	No. of Years
Position(s) Held:	Supervisor:	
School District:	Telephone: ()	
Address:	Employed (Month/Year) From: To:	No. of Years
Position(s) Held:	Supervisor:	
School District:	Telephone: ()	
Address:	Employed (Month/Year) From: To:	No. of Years
Position(s) Held:	Supervisor:	
School District:	Telephone: ()	
Address:	Employed (Month/Year) From: To:	No. of Years
Position(s) Held:	Supervisor:	

OTHER EMPLOYMENT EXPERIENCE
PROVIDE ALL EXPERIENCE NOT LISTED ABOVE. (ATTACH ADDITIONAL SHEETS IF NECESSARY)
(LIST MOST RECENT EXPERIENCE FIRST)

Position(s) Held and Duties Performed	Dates	Employer's Address	Employer's Phone Number

PROFESSIONAL CONDUCT

ALL QUESTIONS MUST BE ANSWERED. IF EXPLANATION IS NECESSARY, USE EXTRA SHEETS.

1. Has Applicant ever had a diploma, credential or license denied, revoked or suspended?
Yes _____ No _____ If so, explain fully.
2. Has Applicant ever failed or refused to fulfill an agreement of employment entered into by Applicant with any public agency?
Yes _____ No _____ If so, explain fully.
3. Has Applicant ever been dismissed, suspended, placed on probation or resigned in lieu of an investigation or other disciplinary action from any teaching position for immoral or unprofessional conduct or for unfitness for service?
Yes _____ No _____ If so, explain fully.
4. Has Applicant ever been dismissed, suspended, place on probation or resigned in lieu of an investigation or other disciplinary action from any teaching position for persistent defiance of or refusal to obey the laws and regulations of the institution or agency?
Yes _____ No _____ If so, explain fully.
5. Has Applicant ever been convicted of a felony?
Yes _____ No _____ If so, explain fully.
6. Is anyone living at Applicant's address required to register for the Sex Offender Registry? Yes _____ No _____

CURRENT REFERENCES

PLEASE COMPLETE INFORMATION FOR ALL SIX REFERENCES

NAME OF MOST RECENT SUPERVISOR	SUPERVISOR'S POSITION	WORK PHONE	CELL PHONE	E-MAIL
1.				
2.				
OTHER PROFESSIONAL REFERENCE	PROFESSIONAL REFERENCE'S POSITION	WORK PHONE	CELL PHONE	E-MAIL
1.				
2.				
PERSONAL REFERENCE	PERSONAL REFERENCE'S RELATIONSHIP	WORK PHONE	CELL PHONE	E-MAIL
1.				
2.				

VETERAN STATUS: Mark the appropriate response:

I am _____ / I am not _____ claiming veteran's preference as per Idaho Code §65-503A. Initials _____
 I have _____ / I have not _____ previously claimed such preference. Initials _____

Please tell us how you became aware of certified vacancies/positions with St. Maries Joint School District No. 41:

Job Fair _____ School Springs/Web Posting _____ School District Staff Member (please list name) _____
 Other _____

1. Applicant affirms that the information provided in this "Application for Employment" is true, correct, and complete. Any false statement made knowingly in this Application shall constitute sufficient grounds for non-hire or voiding any contract issued to the Applicant at the discretion of the Board of Trustees.
2. Applicant authorizes school districts, institutions of higher education, and individuals employed by the same, with information relating to Applicant's professional and personal qualifications, to furnish to St. Maries Joint School District No. 41, any and all information regarding the undersigned in order that School District authorities may determine Applicant's suitability for the position for which Applicant has applied. It is understood that information obtained by St. Maries Joint School District No. 41 in this regard will be considered confidential and will not be shared with the Applicant.
3. Applicant authorizes authorities of St. Maries Joint School District No. 41 to make inquiry of Applicant's present and past employers and/or professional associates regarding Applicant's character, integrity, and reputation.
4. Applicant acknowledges that any contract issued to a teacher is conditioned upon the teacher having an Idaho Education Certificate valid for the whole of the period of service covered by the contract and for courses or grades being taught by said teacher. Failure to file a valid Idaho Certificate with the District will result in the withholding of pay.
5. Applicant authorizes St. Maries Joint School District No. 41 to receive any and all information concerning Applicant contained within the files of the Federal Bureau of Investigation through the fingerprint background process.
6. All finalists for employment with St. Maries Joint School District No. 41 shall undergo a blood or urinalysis test to determine the presence of drugs or controlled substances in the Applicant's system.

St. Maries Joint School District No. 41 is an equal opportunity employer. Qualified Applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

APPLICANT'S NAME (PRINT)	DATE
APPLICANT SIGNATURE	

ST. MARIES JOINT SCHOOL DISTRICT NO. 41
AUTHORIZATION FOR RELEASE OF INFORMATION ON PAST
EMPLOYMENT WITH SCHOOL EMPLOYERS
IDAHO CODE 33-1210

Idaho Law requires Applicants for any position at any Idaho Public School to allow the hiring School District Employer to obtain a copy of past public school employer personnel file materials and other documentation relating to the performance of the Applicant when such Applicant was employed by any other public school, whether in Idaho or any other state.

Before hiring an Applicant for any position, the District must request the Applicant sign this form. Should the Applicant refuse or fail to sign this form, the District is not permitted to hire the Applicant for any position. This authorization does not limit any employer from seeking additional information or disclosures from any Applicant.

This form:

1. Authorizes current and past public school employers of the Applicant/undersigned on this form, including Applicants outside of the State of Idaho, to release to the hiring School District all information relating to the job performance and/or job related conduct of the Applicant and make available to the hiring School District copies of all documents in the previous employer's personnel file, investigative file or other files relating to the job performance of the Applicant; and
2. Releases the Applicant's/undersigned's current and past employers, and employees acting on behalf of the employer, from any liability for providing the above-mentioned information.

§ 33-1210 RELEASE:

I understand that the above requirements are a condition of my obtaining employment with the District and I consent to my current and former employers, both inside and outside the State of Idaho, upon receipt of this signed authorization, to comply with Idaho law. I further consent that such authorization may be provided to the hiring District via electronic means.

Signature of Applicant

Date

Printed Name of Applicant

Identifying Employee Number/Name of Applicant or other Identifying Information for Past Employers (including all prior names used by Applicant)

NAMES AND ADDRESSES OF ALL PRIOR EMPLOYING SCHOOL DISTRICTS:

*Information obtained through the use of this Release will be used only for the purpose of evaluating the qualifications of the Applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.

*A copy of this Release and all information obtained through use of this Release will be placed into the Applicant's Personnel File with the District upon employment of the Applicant, if any.

*An Applicant's failure to disclose any former School District employer, whether within or outside of the State of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the District's reporting of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.

*By accepting an executed copy of this form, the hiring School District makes no guarantee or promise of employment to the Applicant. Further, the hiring School District may employ the Applicant on a conditional basis pending review of information gathered pursuant to this Release. Such conditional employment is not a guarantee or promise of continued employment with the hiring School District for any length of time or pursuant to any additional conditions.

GENERAL

This Policy is promulgated by the St. Maries Joint School District No. 41 Board of Trustees toward the end of creating a drug-free school environment. Enhanced productivity, employee safety, and decreased health and accident costs are the intended products of this Policy. Moreover, because School District employees supervise and act as role models for the students of this District, this Policy is intended to promote and protect student health and safety.

All finalists for employment by St. Maries Joint School District No. 41 shall undergo a blood and/or urinalysis test to determine the presence of drugs or controlled substances in the applicant's system.

A refusal by any finalist for employment to submit to a pre-employment drug testing shall constitute an automatic withdrawal of any further consideration of that finalist for employment by the District.

The test will be administered by a person of the District's choice ("testing facility"), which person shall be qualified to perform the examination using testing methods that are technologically current and procedures that are legally adequate. All results will be kept confidential. These procedures will provide for the following:

1. Proper collection and storage of the sample and documentation of the chain of custody of a sample; and
2. Application of the same or an alternative testing method to confirm results that show "positive" initially.

When a positive test result is received by the District, the District reserves the right to:

1. Cease any and all contract negotiations between the District and the finalist;
2. Refuse to offer any future employment to the finalist;
3. Withdraw from consideration that individual's application for employment; and
4. Release any finalist from temporary employment.

These procedures as required by District policies shall adhere to all state and federal laws and the finalist may be given an opportunity to rebut or explain the results of a positive test.

Test results and other personally identifiable medical information received by the District as a result of the application of this procedure shall be treated as confidential and will

only be disclosed in connection with and as required by the procedures and proceedings contemplated by this regulation.

A consent form will be signed by the applicant for employment acknowledging the finalist has read, understood, and agreed to all the provisions contained in the Pre-Employment Drug Test Policy, and that the finalist consents to be tested for the presence of drugs in the finalist's system as a pre-condition for employment with St. Maries Joint School District No. 41.

CONSENT TO BE TESTED FOR DRUGS

I, the below named applicant for employment, do hereby acknowledge that I have read, understand, and agree to all the provisions contained in the above titled PRE-EMPLOYMENT DRUG TESTING POLICY, and that I unconditionally consent to be tested for the presence of drugs in my system as a pre-condition for my employment by St. Maries Joint School District No. 41. All results will be kept confidential.

Signature of Applicant

Date

Printed Name

Policy Cross Reference:

Board Policy 401.19 Drug and Alcohol Free Workplace

Legal Reference:

Policy History:

Adopted:	03/13/2000
Reviewed:	04/19/2006
Amended:	05/08/2006
Reviewed:	03/10/2014
Amended:	03/10/2014
Reviewed:	01/08/2018
Reviewed:	02/12/2018
Amended:	02/12/2018