

UNIFIED SCHOOL DISTRICT #110  
Application for Certified Employment  
128 South Kansas  
Kensington, Kansas 66951  
(785)476-2218 FAX (785)476-2258

**USD 110 is an EQUAL OPPORTUNITY EMPLOYER**

USD 110 does not discriminate against any otherwise qualified applicant, employee or student on the basis of disability, age, race, creed, national origin, marital status or sex.

DATE \_\_\_\_\_

NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_  
Last First Middle

PRESENT ADDRESS \_\_\_\_\_  
Street City State Zip Code Telephone

PERMANENT ADDRESS \_\_\_\_\_  
Street City State Zip Code Telephone

EMAIL ADDRESS \_\_\_\_\_

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

\_\_\_\_\_  
Name Address Telephone

**EMPLOYMENT PREFERENCE**

TYPE OF APPLICATION: Elementary \_\_\_\_\_ Secondary \_\_\_\_\_ Both \_\_\_\_\_ Admin \_\_\_\_\_  
Other \_\_\_\_\_.

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

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_

**EDUCATIONAL AND PROFESSIONAL TRAINING**

<b>School</b>	<b>Name and Location Of Institution</b>	<b>Date(s)</b>	<b>Degree</b>
High School			
College or University			
College or University			
College or University			
College credit earned since last degree			

Major in Undergraduate Work \_\_\_\_\_ No. of Semester Hours \_\_\_\_\_ GPA \_\_\_\_\_

Major in Graduate Work \_\_\_\_\_ No. of Semester Hours \_\_\_\_\_ GPA \_\_\_\_\_

Total Undergraduate Semester Hours \_\_\_\_\_ GPA \_\_\_\_\_

Total Graduate Semester Hours \_\_\_\_\_ GPA \_\_\_\_\_

**STUDENT TEACHING**

<b>Name of School</b>	<b>Address</b>	<b>Area (grade or subjects)</b>	<b>Cooperating Teacher</b>

**PUBLIC SCHOOL TEACHING EXPERIENCE**

<b>Name of School - Address</b>	<b>Inclusive Dates</b>	<b>Grades or Subject Taught</b>	<b>Extra Curricular Activities</b>

Name and address of present or last superintendent or principal \_\_\_\_\_

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**OTHER EXPERIENCE**

Firm or Employer	Address	Kind of Work	Dates Of Employment

**KANSAS LICENSE**

Type of Kansas License held \_\_\_\_\_ Please list endorsements:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Have you applied for a Kansas License? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you hold a teaching license from another state? If yes, provide a copy of the license or list the state and endorsements held below:

**EXTRA CURRICULAR ACTIVITIES**

1. \_\_\_\_\_ 2. \_\_\_\_\_
2. \_\_\_\_\_ 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.

**Does USD 110 currently employ any of your relatives? \_\_\_\_\_ \*Yes \_\_\_\_\_ No**

- |             |                     |                |
|-------------|---------------------|----------------|
| *Name _____ | Relationship: _____ | Position _____ |
| *Name _____ | Relationship: _____ | Position _____ |
| *Name _____ | Relationship: _____ | Position _____ |
| *Name _____ | Relationship: _____ | Position _____ |
| *Name _____ | Relationship: _____ | Position _____ |

**Have any of your relatives ever worked for USD 110? \_\_\_\_\_ \*Yes \_\_\_\_\_ No**

- |             |                     |                |
|-------------|---------------------|----------------|
| *Name _____ | Relationship: _____ | Position _____ |
| *Name _____ | Relationship: _____ | Position _____ |

\*Name \_\_\_\_\_ Relationship: \_\_\_\_\_ Position \_\_\_\_\_  
\*Name \_\_\_\_\_ Relationship: \_\_\_\_\_ Position \_\_\_\_\_

**In the space provided below**, 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.

I certify that the facts set forth in this application are true and complete, and I hereby authorize USD No. 110 to collect information concerning my character, personality, scholarship and general teaching ability.

Signature \_\_\_\_\_

**RETURN TO:** Personnel Office

USD #110

128 S. Kansas

Kensington, KS 66951

Telephone: 785-476-2218

FAX: 785-476-2258

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.

## **VOLUNTARY SURVEY**

### **Employment Data Record**

Date \_\_\_\_\_

Check one: Female  Male

The applicant is asked to check the appropriate racial/ethnic designation as used by the Equal Employment Opportunity Commission. Such EEOC designations do not denote scientific definition of anthropological origins.

\_\_\_\_\_ **White** (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa or the Middle East

\_\_\_\_\_ **Black** (Not of Hispanic Origin) All persons having origins in any of the black racial groups of Africa.

\_\_\_\_\_ **Hispanic** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race

\_\_\_\_\_ **Asian or Pacific Islander** All persons having origins in any of the original peoples of the Far East, South Asia, or the Indian subcontinent, or the Pacific Islands. The areas include, for example, China, Japan, Korea, India, the Philippine Islands, and Samoa.

\_\_\_\_\_ **American Indian or Alaskan Native** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition

## **VOLUNTARY SURVEY**

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in Confidential File and are not a part of your Application for Employment or personnel file. Please Note: YOUR COOPERATION IS VOLUNTARY, INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.