

# APPLICATION

AN APPLICATION FOR A CERTIFIED POSITION IN THE  
JOINT SCHOOL DISTRICT NO. 111  
P.O. Box 89, Arco, Idaho 83213

ADMISTRATIVE  
OFFICES PH.  
(208)690-3410

An Equal Opportunity/Affirmative Action Employer

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last first middle

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street City State Zip

Address \_\_\_\_\_  
Until \_\_\_\_\_ 19 \_\_\_\_\_ Phone \_\_\_\_\_  
Street City State Zip

## PERSONAL DATA

List those extracurricular activities which you feel competent to sponsor or direct \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List those extracurricular activities which you have sponsored or directed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On a separate sheet of paper, please write an explanation, not to exceed 250 words, of your major strengths as they apply to the position for which you are making application.

## PROFESSIONAL INTEREST

State Position desired in the school district  
Number in Order of Preference:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

If you have a valid Idaho Teaching Certificate  
Complete the following:

Title Certificate \_\_\_\_\_

Date Certificate was issued: \_\_\_\_\_

If you do not have a valid Idaho Certificate  
Check here.

Where are your credentials on file?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Primary position for which application is made.

PREFERENCE OVER NON-VETERANS. An applicant who  
qualifies for a Veterans' preference is entitled to a preference  
in initial application for hiring with the district over other applicants  
for the same position who are not more qualified.

**EDUCATIONAL TRAINING** (list in order of attendance)

(Check to indicate class hours)

Semester  Quarter

College and/or University	Location	Dates Inclusive	Degree Earned and Date of Degree	Major	Hours	Minor	Hours

**TEACHING AND JOB-RELATED EXPERIENCE** List most recent experience first - new teachers list cadet teaching - include military if assignment was teaching or instruction.

Name	Employer Location	Superintendent of Supervisor	Number of Years	Date From To	Position Held

**REFERENCES** If you have had teaching experience list –Superintendents and Principals for whom you have taught (most recent first)

Name	Title	Address	Telephone No	Year

Notice: Employment will be based on the following procedures unless otherwise noted on vacancy listing:

1. Preliminary screening of applicants will be based on ability to meet job description requirements as evidenced by completed application, placement files, and transcripts. Supportive job-related information not on this form nor in credentials may be submitted by the applicant. (Application materials received at the district office more than 10 days after the application deadline will not be accepted.)

2. Additional Data will be requested from the candidate or from reference after step one, such as letters of recommendation and other information as determined by the district office.

3. Finalists will be required to attend a personal interview at the district office.

4. Recommendation for Employment will be submitted to the Board of Trustees.

5. Notification of Employment will be sent to the candidate.

It is the candidate’s responsibility to check on employment status. Notice of vacancy closings will be remitted to teacher placement centers and district postings only.

I herby certify that the information herein is a true and complete statement of my personal and professional record to date.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# BUTTE COUNTY JOINT SCHOOL DISTRICT #111

District Administration Offices – 250 S. Water St. – PO Box 89 – Arco, ID 83213  
Joe Steele – Superintendent Sharese Maynard– Business Manager  
Phone (208) 690-3410 - Fax (208) 527-8950 [www.butteschooldistrict.org](http://www.butteschooldistrict.org)

## REQUEST TO EMPLOYER

Attention: Human Resource Department at \_\_\_\_\_ School District \_\_\_\_\_

Please find attached an authorization to release information regarding a previous employee's information specifically related to **past job performance** (evaluations) and/or job related conduct, if any. In accordance with Idaho Code 33-1210, school districts in Idaho have 20 days from the date of request to provide information.

Name of Former Employee: \_\_\_\_\_

Position Held in your District: \_\_\_\_\_

If there is **no information relating to past job performance** for this previous employee, then please check the box below and send this form back.

No, there is no information on file relating to past job performance for this person.

Yes, there is information on file for past job performance/job related conduct for this person.

If there is information relating to past job performance, please submit it to us by fax, mail or e-mail. (Please include this sheet if faxing or mailing.)

**Fax: 208-527-8950 Attention: Sharese Maynard HR**

**Mail: Butte County School District #111**

**Attn: Sharese Maynard**

**P.O. Box 89**

**Arco, Idaho 83213**

**E-mail: [maynshar@butteschools.org](mailto:maynshar@butteschools.org)**

Thank you for your time.

Sharese Maynard

Butte County School District Business Manager

**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 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 employer of the Applicant/undersigned on this form, including Applicants outside the State of Idaho, to release 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 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 the above requirements are a condition on my obtaining employment with the District and I consent to my current and former employers, both inside and outside of 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: \_\_\_\_\_  
(Include Maiden Name if previously employed under different name)

Previous School District: \_\_\_\_\_ Position: \_\_\_\_\_

Previous School District: \_\_\_\_\_ Position: \_\_\_\_\_

Previous School District: \_\_\_\_\_ Position: \_\_\_\_\_