

Summit School District 54-6

P.O. Box 791 Summit, SD 57266
School: 605-398-6211 www.summit.k12.sd.us

Kurt Jensen
Superintendent
kurt.jensen@k12.sd.us

Ferdy Zirbel
School Board
Chairman

Becky Hubsch
Business Manager
becky.hubsch@k12.sd.us

CERTIFIED EMPLOYMENT APPLICATION

All sections must be completed. Stating "see resume" is not acceptable. Date

PERSONAL DATA

Social Security :

Name (Last) (First) (Middle Initial) (Other Names Known By)

Address (Street) (City, State, Zip)

Phone (Home) (Cell) (Message)

E-mail Address

Referral Source:

{ Newspaper (specify) { Personal Referral
{ Website { Other

POSITION DESIRED

{ Elementary { Middle School { High School { Administration/Supervision { Other	If elementary, list grades in order of preference. If middle/high school, list subjects preferred.	{ Full-Time { Part-Time { Either
	If other, specify position.	

Are you willing to supervise any student activities or coach any sports? If so, please list each activity/sport. In parentheses behind each, please list the number of years experience supervising the activity/sport.

OTHER INFORMATION

Are you legally able to work in the United States of America? { Yes { No

Have you ever been employed by the Summit School District 54-6? { Yes { No

If yes,

Dates of Employment:

Position Title:

Supervisor:

Are you under contract at another school district or educational institution? { Yes { No

If yes,

List School District or Educational Institution:

Why do you wish to leave your present position?

Have you ever been dismissed from a position or asked to resign? { Yes { No

Have you ever resigned rather than face disciplinary action and/or nonrenewal by an employer and/or disciplinary action against a certificate/license? { Yes { No

If yes, please provide details:

EDUCATIONAL PREPARATION

Name of School	Location (City and State)	# of Years Attended	Degree	Major
High School/GED				
Undergraduate				
Undergraduate				
Graduate				
Graduate				

Please list any special courses, seminars, and/or training you have completed related to your ability to perform the job for which you are applying:

Graduate semester hours earned **beyond** highest degree:

Computer experience: { Minimal { Proficient { Advanced

STUDENT TEACHING/INTERNSHIP

Name of School	Location (City and State)	Grade Level or Subject Taught	Dates Mo/Yr		Cooperating Teacher
			From	To	

CERTIFICATION/LICENSURE

South Dakota Teacher Certificate? { Yes { No (If yes, please attach copy)	Certificate Number	Expiration Date	Endorsements	
If no, have you applied for a South Dakota Teacher Certificate? { Yes { No				
Other State Teacher Certificate? { Yes { No	State	Expiration Date	Endorsements	
South Dakota required Praxis II exam(s)? { Yes { No	Test Code and Title		Test Date	Score

EMPLOYMENT HISTORY

If more space is needed, attach a separate sheet.

Present or Last Employer		Dates (Month and Year)		Time <input type="checkbox"/>		Total No. Years
		From	To	Part	Full	
Address (City and State)	Phone					
Job Title	Supervisor	Supervisor's Title				
Duties						
Reason for Leaving						

Second Previous Employer		Dates (Month and Year)		Time <input type="checkbox"/>		Total No. Years
		From	To	Part	Full	
Address (City and State)	Phone					
Job Title	Supervisor	Supervisor's Title				
Duties						

Reason for Leaving

Third Previous Employer	Dates (Month and Year)		Time <input type="checkbox"/>		Total No. Years
	From	To	Part	Full	
Address (City and State)	Phone				
Job Title	Supervisor		Supervisor's Title		

Duties

Reason for Leaving

Fourth Previous Employer	Dates (Month and Year)		Time <input type="checkbox"/>		Total No. Years
	From	To	Part	Full	
Address (City and State)	Phone				
Job Title	Supervisor		Supervisor's Title		

Duties

Reason for Leaving

Fifth Previous Employer	Dates (Month and Year)		Time <input type="checkbox"/>		Total No. Years
	From	To	Part	Full	
Address (City and State)	Phone				
Job Title	Supervisor		Supervisor's Title		

Duties

Reason for Leaving

REFERENCES

Give the names and phone numbers of three additional references (beyond those listed on the employment history) who are familiar with your personality, character and work performance, non-relative. **In addition, a minimum of three written professional letters of references must be provided before the application process can be considered complete.**

Name	Years Known	
Position	Work Phone (Area Code)	Home Phone (Area Code)
Work Place	Address (City and State)	
Name	Years Known	
Position	Work Phone (Area Code)	Home Phone (Area Code)
Work Place	Address (City and State)	
Name	Years Known	
Position	Work Phone (Area Code)	Home Phone (Area Code)
Work Place	Address (City and State)	

CONVICTION REPORT

Have you ever been convicted of a felony or misdemeanor, including any traffic { Yes { No
Violations, and/or suspended imposition(s) of sentence(s)?

If "Yes," provide date(s):

Offense(s):

(Please note that employment will be contingent upon a criminal background check being conducted with no disqualifying record being identified.)

SDCL 3-1-1.1 prohibits a school district or other government entity from hiring anyone who is required by the Military Selective Service Act, 50 U.S.C. 453, as amended and in effect on January 1, 1988, to register with the selective service system and has not done so.

Are you registered? _____

If you are registered, please provide your Selective Service Number: _____

TESTAMENT

I attest that all information in this application is accurate and true. I also understand that providing misleading or inaccurate information or the omission of relevant information could result in immediate dismissal from employment.

Signature of applicant

Date

Please send your application materials to the following address:

Summit School District 54-6
Attn: Supt. Kurt Jensen
400 West Sherman Avenue
PO Box 791
Summit, SD 57266

Or e-mail application materials to:

kurt.jensen@k12.sd.us

Telephone: 605-398-6211

Summit School District 54-6 is an equal opportunity employer and does not discriminate because of race, color, age, sex, marital status, religion, status with regard to public assistance or disability, national origin or veteran's status.