



Home of the Eagles

St. Mary's City School District  
P. O. Box 9  
St. Mary's, AK 99658  
Phone (907)438-2411  
Fax (907)438-2831



DeWayne Bahnsen, Principal

Dave Herbert, Superintendent

## APPLICATION FOR CERTIFICATED POSITION

Position applied for:  Teacher  Administrative  Substitute Teacher

1. Social Security No. \_\_\_\_\_ Date: \_\_\_\_\_

2. Alaska Driver's License No. \_\_\_\_\_

3. Name \_\_\_\_\_

4. Present Address \_\_\_\_\_ Telephone \_\_\_\_\_

Street City State Zip E-mail \_\_\_\_\_

5. Permanent Address \_\_\_\_\_ Telephone \_\_\_\_\_

Street City State Zip

6. Former St. Mary's School District employee?  Yes  No

7. Date of availability \_\_\_\_\_ Are you under contract? \_\_\_\_\_ Expiration Date \_\_\_\_\_

8. List subject are major(s) \_\_\_\_\_

List subject minor(s) \_\_\_\_\_

9. Check the area in which you meet Alaska Certification Requirements:

Teacher (Type A)  Administrative (Type B)  Special Services (Type C)  Vocational (Type D)  
Highly Qualified Highly Qualified

10. Check specific grade area(s) of preparation:

Kindergarten  Primary (1-3)  Intermediate (4-6)  Jr. High (7-8)  Sr. High (9-12)

11. List below in order of preference the specific subject (secondary); grade level (elementary); or other areas (e.g. music, etc.) for which you qualify:

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

12. List below extracurricular activities you are willing to direct or sponsor:

1 \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

AN AFFIRMATIVE ACTION – EQUAL OPPORTUNITY EMPLOYER

13. Your file will not be complete until placement papers and/or required references and official copies of all transcripts are received. Professional references must be submitted for the last five years of certificated experience. If these are not included in your placement file, please complete Section 14 below. It is the applicant's responsibility to request that placement papers and/or references and transcripts be forwarded to the Personnel Department. Only official transcripts received directly from universities are acceptable. Professional references are obtained under a promise of confidentiality and may not be available for inspection.

14. PROFESSIONAL REFERENCES (other than in placement file)

NAME	POSITION	ADDRESS	ZIP

15. Date placement papers requested \_\_\_\_\_  
 Date references requested \_\_\_\_\_  
 Date transcripts requested \_\_\_\_\_

16. EDUCATIONAL AND PROFESSIONAL TRAINING

Name & Location of Institution	From Mo. Yr.	To Mo. Yr.	Grad. Mo. Yr.	Degree	Major	Minor	Sem. Hrs.	Qtr. Hrs.

17. STUDENT TEACHING OR PRACTICUM

FROM	TO	GRADE/SUBJECT	SUPERVISOR	COLLEGE or UNIVERSITY	SEM. HRS.



## 21. EDUCATIONAL PHILOSOPHY

In your own handwriting state your philosophy of education. Include circumstances that you consider to be an optimum teaching situation as well as what you, as a person, believe you can offer our system. Use the space below as well as the back of the application if necessary.

22. This agency has an Affirmative Action Policy to employ and advance qualified veterans.

Military \_\_\_\_\_ Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Type of Discharge \_\_\_\_\_ Do you qualify as a disabled veteran? \_\_\_\_\_

23. This agency is subject to the Rehabilitation Act of 1973, which requires affirmative action to employ and advance qualified handicapped individuals. If you have such a handicap and would like to be considered under the affirmative action program, please state: Yes \_\_\_\_\_ No \_\_\_\_\_

24. The following information is voluntary, will be kept confidential, and may be answered at your option:

Do you have any physical limitations or disabilities that may prevent you from performing the job for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_ Please explain \_\_\_\_\_

25. Names of relatives who work for the St. Mary's School District or who serve on the St. Mary's School Board (if any): \_\_\_\_\_

26. Have you ever been convicted of a felony or sex crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

Note: A conviction is not an automatic bar of employment; each case is considered on its own merit.

27. Have you ever been dismissed, asked to resign from any position, or subject to non-renewal of contract? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, attach explanation.

It is my understanding that as part of the St. Mary's School District procedures for processing my employment application, a background report may be made which allows access to confidential and proprietary information and systems. Information is obtained through third parties, such as business associates, financial sources, present and previous employers, or others familiar with my background. This inquiry may include confirmation and information as to my character, general reputation, personal characteristics, previous employment, educational background, current and previous residence locations for the last five years, medical history, military service, credit rating, and conviction records. I hereby authorize the St. Mary's School District to obtain from my former employers and listed references all data needed to support this application. I agree that reference material may be kept in confidence, and that the St. Mary's School District, its agents, employees, and/or directors may not be held liable in any manner for relying on material contained in this application, including references, in making employment decisions. I certify that all statements made on this application are true and complete to the best of my knowledge and that any false statements will subject me to disqualification or immediate dismissal.

It is my understanding that employment with the St. Mary's School District requires the approval of the Director for Personnel, is offered only from the Personnel Department, and must be ratified by the School Board.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date

APPLICATION PROCESSED BY:	
<hr/>	
Name	Date
<input type="checkbox"/> Mail	<input type="checkbox"/> Counter

It is the policy of the St. Mary's School District to provide equal educational and employment opportunities, and to provide services and benefits to all students and employees without regard to race, color, religion, physical handicap, national origin, sex, or other prohibitions. This policy of the St. Mary's School District is consistent with numerous laws, regulations and executive orders enforced by various federal, state, and municipal agencies, including but not limited to Executive Order 11246, Title 41, Part 60-1, 60-2, 60-3, 60-20, Title VI and VII of the 1964 Civil Rights Act, and Title IX of the Education Amendments Act of 1972. Inquiries of complaints may be addressed to the School District Human Relations or Equal Employment Offices, the Alaska State Commission for Human Rights Commission, or the Director of the Office for Civil Rights, Department of HEW, Washington, D.C. 20201.