

TEACHER APPLICATION FOR EMPLOYMENT

KANSAS STATE SCHOOL FOR THE BLIND
1100 State Avenue, Kansas City, KS 66102
E-Mail: hr@kssdb.org
Phone Number: 913/305-3004 Fax: 621-2310

School Vision: "The right help, at the right time, in the right location for students with visual impairments"

(Type or print using black. Furnish ALL information requested on this application.)

NAME: _____ ADDRESS: _____
Last, First & Middle Street Apt. #

Telephone #: (_____) _____
Area Code Home City State Zip Code

Cell Phone #: _____

Position (s) Applied For: _____

E-Mail Address: _____

Best way to contact me: _____

Minimum salary expected: _____

Availability date to start: _____

AREAS OF TEACHING / EDUCATION / CERTIFICATION

Do you hold a valid KANSAS Teaching Certificate? _____ If so, provide the following information:

Issue Date: _____ Effective Date: _____ Expiration Date: _____

List the areas / levels of the teaching fields for which you have current certification / licensure in any state:

State	Endorsement	Exp. Date	State	Endorsement	Exp. Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

EDUCATION

University / College & Address	Degree	Major / Minor	Year Received
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CURRENT TEACHING EXPERIENCE

Present Position: _____ Name of School: _____

Complete Address: _____
Street City State / Zip

Employment Dates: _____ Subjects Taught: _____ Grade Level (s): _____

Supervisor's / Principal's Name: _____ Telephone #: _____

Current Yearly Salary: _____ for _____ months; specify any minimum Salary requirements: _____

PAST TEACHING EXPERIENCE (Most Recent First)

<u>School Name / Address</u>	<u>Grades / Subjects Taught</u>	<u>Years From / To</u>	<u>Number of Students</u>
_____	_____	_____ - _____	_____
Tel: _____	_____		
Principal: _____			
_____	_____	_____ - _____	_____
Tel: _____	_____		
Principal: _____			
_____	_____	_____ - _____	_____
Tel: _____	_____		
Principal: _____			

STUDENT TEACHING

School District Name: _____

Address: _____ Telephone #: (_____) _____
Area Code Number

Grade (s) & Subjects Taught: _____

Supervising Teacher's Name: _____

Dates Taught: _____ to _____ Number of Students: _____

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NONTEACHING EXPERIENCE (Most Recent First)

<u>Company Name / Address</u>	<u>Description of Position</u>	<u>From</u>	-	<u>To</u>
		<u>mm / yy</u>		<u>mm / yy</u>
_____	Title: _____	_____	-	_____
_____	Duties: _____			
Tel: _____				
Supervisor: _____				
_____	Title: _____	_____	-	_____
_____	Duties: _____			
Tel: _____				
Supervisor: _____				
_____	Title: _____	_____	-	_____
_____	Duties: _____			
Tel: _____				
Supervisor: _____				

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Are you a U.S. Citizen? _____ If not if you are hired, can you provide documentation that you are eligible to work in the United States? _____

Have you ever been convicted of a felony? _____ yes, _____ no; If yes please explain.

Conviction of a felony is not an automatic bar to employment. The school will consider the nature of the offense, the date of the offense, and the relationship of the offense to the position for which you are applying.

Do you prefer a full-time or part-time job? _____ would you accept part-time? _____

State any days or hours you are NOT willing to work: _____

Why do/did you desire to leave your present/last position? _____

The following question applies to those graduating **PRIOR** to this academic year: Have you ever been involuntarily terminated from the employment of a school district? _____ yes, _____ no; if yes, please give the name of the district, the date and the reasons for the termination. _____

Are you aware of any reason you would not be able to perform the essential duties of the position for which you are making an application? _____ yes, _____ no; If yes, please explain. _____

What student activities are you able and willing to sponsor?

Have you completed any special courses or training in a particular field that would be of assistance to you in performing the duties of the position you are applying for? __ yes, _____ no; If yes, list the special training: i.e.: behavior disorders

REFERENCES: Three written references are **REQUIRED prior** to interview, they should include: Superintendent, Principals, or past supervisors.

AFFIRMATION: I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is CAUSE FOR DISMISSAL. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time with or without good cause without any previous notice. I understand that if employed I will be required to sign an authorization for investigation with Backgrounds Plus, the Kansas Department of Children and Family Services and Kansas Bureau of Investigation. I also, understand that I am required to abide by all rules and regulations of the Kansas State School for the Blind.

Applicant Signature

Date Submitted

This application shall be considered active for a period of ninety (90) days. Any applicant wishing to be considered for employment beyond this time period shall resubmit an updated application. All applicants are considered without regard to race, color, religion, sex, sexual orientation, national origin, age, ancestry, political affiliation, veteran status, the presence of a disability, or any other non-merit factor as deemed by the U.S. Supreme Court. Specific complaints of alleged discrimination should immediately be brought to the attention of the Human Resources Director: 913 / 210-8113

CERTIFICATION INFORMATION FOR APPLICANT

MINIMUM REQUIREMENTS FOR EMPLOYMENT: A) Bachelor's degree in education from an accredited college or university, B) Kansas teaching certificate, C) endorsement in blind education, and D) a certification of good health as required by Kansas law.

CREDENTIALS: Prior to interview applicants must furnish copies of all TRANSCRIPTS from their colleges/universities & references. If you do not have an OFFICIAL transcript (s), you must request them PRIOR to being hired and have them forwarded to the Human Resources Director. Contracts are NOT issued without official transcripts on file.

CERTIFICATION: A degree certificate issued by the KS State Board of Ed (www.ksbe.state.ks.us) will be required. To qualify for a degree certificate, transcripts must indicate a Bachelor's degree, including the required number of semester hours in education. Regarding state certificates, applicants should communicate with the Director of Certification, State Department of Education, 120 E. 10th Street, Topeka, KS 66612-1103. Phone # (785) 296-2288 V; (785) 296-6338 TTY. Website: www.ksde.org/cert/cert.html

INTERVIEWS: A minimum of one personal interview is required with the Interview Selection Committee before any offer of employment.

SALARY SCHEDULE: Teachers are placed on the salary schedule according to their training, experience, and within the established placement guidelines of the school.

KSSB EMBRACES DIVERSITY

SPECIAL NOTE: If you require an accommodation because of a disability in order to participate in the application and/or interview process, please notify the Human Resources office in advance 913/305-3004 or email HR@kssdb.org.

****AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER****

KSSB is a tobacco free campus!

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