

Dear Administrator Applicant:

Thank you for your interest in a licensed position in **Mobridge-Pollock School District #62-6**. The following instructions outline the application procedures and the conditions under which you might be employed by Mobridge-Pollock School District. Please read carefully.

In order to be considered for a position with Mobridge-Pollock School District, ***your application must include all of the following:***

- ___ A letter requesting consideration for the specific employment position.
- ___ A photocopy of your current South Dakota teaching certificate/license. If you do not have a South Dakota certificate/license, please contact the South Dakota Department of Education, State Office Building, 700 Governors Drive, Pierre, SD 57501 concerning licensing.
- ___ College placement credentials or three letters of recommendation from recent administrators or employers.
- ___ Transcripts of all undergraduate and graduate course work. (Unofficial copies are acceptable for application; however, official transcripts are required if employed.)
- ___ Current resume.

Your application will be reviewed when all required documents have been received. Incomplete applications will be purged within 45 days, or when position is filled. Applications for employment are updated yearly. If you wish your application to be kept on file after October 1, it will be your responsibility to notify us each year prior to October 1. If no response is received, your file will be closed.

A personal interview is required for employment. If you are being considered for a vacancy, the Principal/Supervisor will contact you to schedule an appointment.

Should you experience a change of name, address, or telephone number after you have submitted your application, please notify Mobridge School District in **writing**.

Applicant's Note: This application form is intended for use in evaluating your suitability for employment. It is not an employment contract. Please answer all appropriate questions completely and to the best of your ability. False or misleading statements are grounds for refusal or termination of employment and benefits. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. To assure qualification for essential functions of the job, employment may be contingent upon the results of additional testing of your job-related skills, mental/physical abilities, physical condition, and for the presence of drugs in your body.

We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people, regardless of Race, Color, Religion, Gender, Age, National Origin, Sexual Orientation, Veteran Status, Disability or Genetic Information. Additionally, we prohibit Retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Applicant Instructions

1. Please read "**Applicant's Note**".
2. Down load the form and print.
 - a. Mail to:
Applications
Mobridge School District #62-3
1107 1st Avenue East
Mobridge, SD 57601
3. Complete all pages of the following form.
4. If additional space is required, please use the "General Comments" page located at the end of this application.

Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical. If space is not adequate to list all past employment, continue on separate sheet.

Most Recent Employer		Are you currently working for this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If yes, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
School/Company Name	City	State	Phone Number
Street Address			
Dates Mo/Yr To	Job Title	Supervisor	Salary
Reason for leaving			
Second Most Recent Employer			
School/Company Name	City	State	Phone Number
Street Address			
Dates Mo/Yr To	Job Title	Supervisor	Salary
Reason for leaving			
Third Most Recent Employer			
School/Company Name	City	State	Phone Number
Street Address			
Dates Mo/Yr To	Job Title	Supervisor	Salary
Reason for leaving			
Fourth Most Recent Employer			
School/Company Name	City	State	Phone Number
Street Address			
Dates Mo/Yr To	Job Title	Supervisor	Salary
Reason for leaving			
Fifth Most Recent Employer			
School/Company Name	City	State	Phone Number
Street Address			
Dates Mo/Yr To	Job Title	Supervisor	Salary
Reason for leaving			

Education (List most recent first)						
Name of College or High School	Location City and State	Dates Of Attendance		Major	Type of Degree	Year of Graduation
		M/yr	M/yr			

Employment or Education Comments: _____

Professional References List educational supervisor chronologically (If none, other work references)			
Name	Title/Organization	Street Address, City, State	Phone Number
			Home:
			Work:
Are you currently working for this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
			Home:
			Work:
			Home:
			Work:
			Home:
			Work:

General Information

1. If presently employed, why do you wish to change?

2. Are you presently under contract?

Yes No

If yes, where? _____ Present Position _____

Contract type?

Annual/Probationary Continuing/Tenure Other (explain below)

Can you be released from your contract if you are offered a position?

Yes No

3. If not currently under contract, have you ever held a continuing contract?

Yes No

If yes, cite school district(s), date(s) and state.

Have you ever been refused tenure or a continuing contract?

Yes No

If yes, comment under General Comments.

4. Have you ever been discharged or requested to resign from a position?

Yes No

If yes, comment under General Comments.

5. Have you ever had a certificate or license revoked or suspended?

Yes No

If yes, comment under General Comments.

Legal Information

1) Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? (Proof of citizenship or immigration status will be required upon employment.)

Yes No

2) Have you been dismissed from any position for any immoral or unprofessional conduct or unfitness for services?

Yes No

3) Have you since the age of 18, ever been convicted of a misdemeanor or felony?

Yes No

Note: A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstances, and seriousness. If any of the above statements have been answered yes, explain under General Comments.