

# Blackfoot School District No. 55

Office of Superintendent  
270 East Bridge Street  
Blackfoot ID 83221-2865

We appreciate your interest in a certified position in our school district.

Please complete the enclosed application and return to this office.

We received your resume.

We do have an opening in your field at this time.

We do not have an opening in your field at this time.

The closing date for this position has passed.

You will be contacted if you are selected for an interview.

We require the following materials before an interview can take place:

1.  **The completed application form.**
2.  **A resume.**
3.  **A copy of your college transcripts (an official transcript is not necessary at this time).**
4.  **Your credentials/placement file from your university or 3 letters of recommendation.**
5.  **Evidence of Idaho certification or reciprocity with other states.**
6.  **Pre-employment applicant information form.**
7.  **Authorization for Release of Information of Past Employment with School Employers (Idaho Code 33-1210)**

*\*Please do not staple or use folders or special binding, our filing system does not accommodate these items.*

We will keep your application in our active file for the coming school year.

Please send materials to: Ronna Park, Personnel Secretary  
Blackfoot School District No. 55  
270 East Bridge Street  
Blackfoot ID 83221-2865  
Telephone – (208) 785-8800  
e-mail: personnel@d55.k12.id.us

# ADMINISTRATIVE APPLICATION

for a certificated position in the Blackfoot School District No. 55  
 270 East Bridge Street, Blackfoot, ID 83221  
 District Office Telephone (208) 785-8800 FAX (208) 785-8809  
*An Equal Opportunity/Affirmative Action Employer*

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(last) (first) (middle)

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_  
(street) (city) (state) (zip)

Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Until \_\_\_ 20 \_\_\_  
(street) (city) (state) (zip)

Are you claiming Veterans' Preference according to Idaho Code §§ 65-501? Yes \_\_\_ No \_\_\_  
 If yes, please provide a copy of your Form DD214, and submit a completed Veterans' Preference Form with this application.

**PROFESSIONAL INTEREST** Do you have a valid Idaho Certificate? Yes No

State position desired in the school district  
 Number in Order of Preference

Complete the Following:

- \*1. \_\_\_\_\_ Certificate Title: \_\_\_\_\_
- 2. \_\_\_\_\_ Date Certificate was issued: \_\_\_\_\_
- 3. \_\_\_\_\_ Date of INITIAL Certification: \_\_\_\_\_

\*Primary position for which application is made.

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

**ADMINISTRATIVE EXPERIENCE** (List most recent experience first.)

POSITION	LOCATION	DATE

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

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

**TEACHING AND JOB-RELATED EXPERIENCE**

(List most recent experience first.)

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

**REFERENCES**

Name	Title	Address	Personal Telephone No.	Year

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

1. Preliminary screening of applicants will be based on ability to meet job description requirements as evidenced by completed application, credentials, resume, and transcripts. Supportive job-related information not on this form or in credentials may be submitted by the applicant.
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.
4. A recommendation for employment will be submitted to the board of trustees.
5. Notification of employment will be given to the candidate.

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

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

\_\_\_\_\_  
Date

Return completed application to:

Personnel Office  
Blackfoot School District No. 55  
270 East Bridge Street  
Blackfoot ID 83221

**PRE-EMPLOYMENT APPLICANT INFORMATION  
BLACKFOOT SCHOOL DISTRICT NO. 55  
BLACKFOOT, IDAHO**

An investigation will be conducted of all information listed on this pre-employment sheet.

Print plainly in white areas only. If any of the following needs further explanation or entry space, please use a separate sheet of paper.

Last		First		Middle	
<b>Name in Full:</b>					
<b>Other names you have used:</b>	<b>Maiden</b>	<b>Aliases / Former Names</b>		<b>Nickname</b>	
<b>Date of Birth:</b>	<b>Month</b>		<b>Date</b>		<b>Year</b>
<b>Place of Birth:</b>	<b>City</b>		<b>State</b>		<b>Sex</b> <b>M or F</b>
<b>Social Security Number</b>					

**DRIVER'S LICENSE:**

<b>Is your driver's license current?</b>	Yes _____ No _____	<b>In what State?</b>	
<b>Driver's License Number</b>		<b>License Expiration Date</b>	
<b>In what other states have you held a driver's license?</b>			

**PREVIOUS RESIDENCES (Go back 15 years. You only need to list City and State--not street address.):**

City	State	When	City	State	When

<b>List any time you were arrested or charged with any violation, including traffic, but excluding parking.</b>	Date	Place	Dept	Charge	Results

Are you aware of any information about yourself which might tend to reflect unfavorably on your reputation, morals, character, or ability as a perspective employee of Blackfoot School District No. 55, Blackfoot, Idaho?

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes and you would like to explain, please use a separate sheet of paper.

I hereby certify that the facts set forth in this pre-employment application are true and correct to the best of my knowledge. I understand that if I falsify statements on this pre-employment application, I may not be considered for employment.

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

<b>For Official Use Only:</b>	Favorable _____ Unfavorable _____
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# AUTHORITY TO RELEASE INFORMATION

## TO WHOM IT MAY CONCERN:

I hereby authorize any authorized representative of Blackfoot School District No. 55 bearing this release, or copy thereof, within one (1) year of its date, to obtain any information in your files pertaining to my employment, military, or educational records including, but not limited to: academic, achievement, attendance, athletic, personal history and disciplinary records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of Blackfoot School District No. 55. I hereby release you, as the custodian of such records, from any liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates, because of compliance with this authorization and request to release information, or any attempt to comply with it. I am furnishing my social security account number on a voluntary basis with the understanding such is not required by federal status or regulation. Should there be any questions as to the validity of this release, you may contact me as indicated below.

Full Name: \_\_\_\_\_  
(Signature)

Full Name: \_\_\_\_\_  
(Typed or Printed)

Social Security Number: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**BLACKFOOT SCHOOL DISTRICT NO. 55**

270 East Bridge Street, Blackfoot, ID 83221

Web Site: [www.d55.k12.id.us](http://www.d55.k12.id.us)

Phone (208) 785-8800 Fax (208) 785-8809

Email: [personnel@d55.k12.id.us](mailto:personnel@d55.k12.id.us)

**AUTHORIZATION FOR RELEASE OF INFORMATION OF 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 employer 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:

Authorizes current and past public school employer of the applicant/undersigned on this form, including applicants outside of the State of Idaho, to release to 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 file, or other files relating to the job performance of the applicant; and

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 that the above requirements are a condition of my obtaining employment with the District and I consent to my current and former employers, both inside and outside 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 District via electronic means.

\_\_\_\_\_  
Identifying Employee Number/Name of Applicant  
or other Identifying Information for Past Employer

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

\_\_\_\_\_  
Name of Past Employer

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Address of Past Employer

\_\_\_\_\_  
Fax Number of Past Employer

\_\_\_\_\_  
Date

\*Information obtained through the use of this release will be used only for the purpose of evaluating the qualifications of the applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.

\*A copy of this release and all information obtained through use of this release will be placed into the applicant's personnel file with the district upon employment of the applicant, if any.

\*An applicant's failure to disclose any former school district employer, whether within or outside of the State of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the district's reporting of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.

\*By accepting an executed copy of this form, the hiring school district make no guaranty or promise of employment to the applicant. Further, the hiring school district may employ the applicant on a conditional basis pending review of information gathered pursuant to this Release. Such conditional employment is not a guarantee or promise of continued employment with the hiring school district for any length of time or pursuant to any additional conditions.